



## CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION

### 1 TO 1 LEARNING SUPPORT ASSISTANT

**Responsible to:** The Headteacher, the Deputy Head and the Head of Learning Support.

This role is to support a pupil with an EHCP, in class and preparing resources.

The role will include liaison with the Head of Learning Support., Learning Support team, Headteacher, Deputy Head Academic, class teachers and other support staff. It may also include contact with outside agencies, should the need arise. The role will ensure that the pupil can fully access all areas of their learning, as identified in their EHCP.

#### Support for the pupil

- To aid access to the full range of learning experiences, both inside and outside the classroom.
- Provide support to enable the child to fully access the curriculum and ensure that their access to education is equitable with their peers.
- Adapt all teaching and learning resources appropriately.
- Provide a variety of strategies to help motivate the child.
- Seek to enable the pupil to become an independent learner, particularly with regards to teaching the child to use Assistive Technology effectively to support their learning.
- Providing feedback to the class teacher, Head of Learning Support and parents.
- Helping to raise standards of achievement.
- To provide feedback for meetings with parents and external professionals.
- To develop knowledge of the particular needs of the assigned pupil and seek advice from the Head of Learning Support., class teacher and outside agencies as required.

#### The applicant will

- Follow the school's policies to ensure the highest standards of safeguarding.
- Use their energy and initiative to support the pupil.
- Have excellent IT skills, in order to be able to adapt work effectively and efficiently on the computer.
- Be aware of the school expectations of the pupil's expected progress.
- Work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- Provide regular feedback to the Head of Learning Support. and, where necessary, liaise and feed back to relevant outside agencies about the child's needs, strategies used and progress made.
- To contribute to any SEND meetings about the pupil, either by collating information, writing reports or attending meetings.
- Foster links and maintain confidentiality about home-school/pupil-teacher/schoolwork matters.
- Attend all INSET days and training sessions as requested by the Headteacher.

## **Discipline, Health and Safety**

- Safeguarding is everyone's responsibility and all members of staff will adhere closely to the school's safeguarding policy.
- Notify the Designated Safeguarding Lead of any concerns regarding pupils' safeguarding or welfare.
- Demand high standards of work and behaviour and, where these are not observed, use encouragement and, where necessary, sanctions to obtain the required improvement.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

## **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all pupils to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**