

Role Profile: 1:1 Learning Support Assistant



BRIGHTON COLLEGE PREP KENSINGTON

Purpose

To provide 1:1 classroom support, supporting the Class Teacher.

Key Accountabilities

- To assist with lessons, assisting in participation of class life, reading and writing, speech, language and communication, moving safely around the classroom and school yet encourage independence.
- To reinforce learning from classroom and support as and when necessary.
- To attend weekly support sessions so this work can continue throughout the week and to meet with other outside agencies as required.
- Meet the child's emotional, social and academic needs and encourage them to develop good social and interpersonal skills as they interact with their peers. Build their confidence and provide social skills activities and support with communication and friendships at break time and lunch times.
- To support day to day activities e.g. changing for PE, eating lunch etc.
- To support social skills activities and help develop communication with peers during break times and lunch times.
- Assist with the implementation of daily routines within the classroom.
- Provide objective and accurate feedback and reports, as required, to the teacher/ Head of Inclusion on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- Be familiar with any Statutory Guidance, Ofsted and ISI Guidelines and good practice recommendations and assist in their implementation.
- Share in the responsibility for safeguarding and promoting the welfare of all children.
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents or visiting professionals as directed.
- Be prepared to help where needed in preparing snacks, cleaning equipment and dealing with the day-to-day events such as toileting should the need arise.
- Respect the confidentiality of information received.
- Adhere, with guidance, to the schools' Policies and Procedures.
- Perform any other tasks or duties which the Class Teacher or Head of Inclusion may reasonably assign.
- Be prepared to undertake additional training deemed suitable for fulfilling the role.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential
Skills	<p>Excellent communication skills</p> <p>Ability to deal with information sensitively and confidentially</p> <p>Accurate record keeping</p> <p>Good sense of humour</p>
Qualifications	<p>GCSE Mathematics and English grade C or above</p> <p>TA qualification Level 3 or above</p>
Experience	<p>Previous experience of working with young children</p> <p>Experience of working as a Teaching Assistant</p>

Key Stakeholders:

Internal – Headteacher, Class Teacher, Head of Inclusion, Staff, Students

External – Parents, other external agencies

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: