



Solefield School

JOB DESCRIPTION

1:1 Learning Support Assistant - Part-time, Fixed Term Contract

Objective:

To support a pupil with Autism Spectrum Condition and ADHD, currently in lower Key Stage 2 at Solefield School from February 2022.

Hours of work:

10 hours per week, Monday – Friday during term time, with flexibility so as to accompany trips etc.

The role reports to the Head of Learning Development.

The duties of the post holder are:

- To support the pupil for 10 hours a week in English and Maths lessons.
- To help deliver the programmes of work as set out in the EHCP to support literacy and mathematical skills, as well as explicit teaching in the area of friendship and relationships.
- To liaise effectively with the class teachers, parents, Head of Learning Development and other professionals and to help compile and maintain records.
- To support the class teacher when setting termly targets for the individual provision maps and contribute to annual review meetings as part of the EHC plan process.

Under the guidance and direction of the class teachers:

- Manage home/school communication books to record language and activities visually so that this can be shared at home and provide reinforcement for the pupils.
- Prepare additional resources to support learning.
- Pre-teach, and then reinforce, concepts, vocabulary and processes learnt in class. Model language for the pupils, seizing the moment and collecting vocabulary to teach and revise.
- Provide social support for the pupils during playtimes when necessary, seeking to ensure that they interact appropriately and effectively with their classmates.
- Work 1:1, in pairs or with a group as appropriate.
- Assist on school trips.

Also:

- Undertake any other tasks or duties that the school or class teacher may reasonably assign.

Person Specification:

- A caring, enthusiastic, team player with good communication skills.
- Experience in supporting pupils with ASC and ADHD.
- Ability to support the pupil into higher years would be preferred.
- Experience in a similar setting would be an advantage, in addition to appropriate qualifications, however training will be provided.
- Fully committed to the safeguarding of children.

This job description is subject to review in line with the developing needs of the school. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Solefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Please refer to the Solefield School website for our Recruitment Policy and Safeguarding and Child Protection Policy – www.solefieldschool.org

Helen McClure
Headmistress
January 2022