



Job Title	1:1 Learning Support Assistant
Reports to	Head of Learning Support
Job Purpose	<p>To support a pupil with SEN (Special Educational Needs) and to promote equality of opportunity in their care.</p> <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, and requirements as laid down by the Government and regulated by ISI.</p>
Relationships	<p>The post holder is responsible to the Head of Learning Support in all matters and will need to liaise with Key Stage Leads.</p> <p>The post holder will interact on a professional level with colleagues and parents (when necessary). The post holder will seek to establish and maintain productive relationships to promote mutual understanding of the pupil's learning and developmental needs.</p>
Hours of Work	<p>The current contract is fixed term for three years.</p> <p>Working hours are approximately 20 hours per week term time only (which is 34.4 weeks including INSET). There is an additional bank of hours, equivalent to two weeks of work (44 hours), to be drawn down for additional activities.</p> <p>The role has some room for flexibility over the working week. This will be determined by the Head of Learning support in conjunction with staff and family of the 1:1 pupil.</p> <p>You may be required to attend meetings / events that are sometimes held out of normal School hours.</p> <p>You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.</p> <p>Please note that this role may develop/change dependent on the need of the pupil and following the Educational Health and Care Plan reviews.</p>
Holidays	Holidays to be taken during nominated School Holidays.
Probation	1, 3, 6-month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.
Benefits	<p>Wisbech Grammar School provides:</p> <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Fee discounts for dependent children.
Safeguarding	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The post-holder is responsible for ensuring that they</p> <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)



- read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)

Data Protection In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.

Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.

A strict code of confidentiality must be always adhered to.

Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Application To apply, please complete a Staff Application form which can be downloaded from our web site.

Please email your completed form to HR@wisbechgrammar.com together with a letter to Mr Barney Rimmer, Headmaster, explaining what you can bring to the role and why you have applied.

The closing date for applications for this role is 5pm on 04 November 2022

Interviews are scheduled to be held during week commencing 07 November 2022.



Principle Role

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs. The LSA will provide 1:1 support out of class as well as in class support ensuring that the pupils can integrate as fully as possible in the learning generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and interventions to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing pupil targets in liaison with teaching staff, Key Stage Learning Support Leads and Head of Learning Support.

Detailed role

Supporting pupils

- To provide learning support for pupils in class or in 1:1 situations.
- To develop knowledge of the needs of the children and seek advice from the Key Stage Learning Support Leads, Head of Learning Support, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, visual prompts etc.
- To make or modify resources as suggested and advised by the Key Stage Learning Support Leads, Head of Learning Support, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- To attend in service training and relevant meetings relevant to the post to keep up to date with developments in working with children with special educational needs.

Supporting the Head of Learning Support

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the Learning Support team to develop learning programmes and to assist in the delivery of the individual learning programmes daily to promote learning, behaviour, and communication skills.
- To provide regular feedback to the Head of Learning Support and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the Head of Learning Support or Deputy Head Academic.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Deputy Head Academic or Head of Learning Support, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.



Person Specification

Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> LS Level 2 approved qualification or equivalent 	<ul style="list-style-type: none"> GCSE English and Maths (grade A* - C) or equivalent. LS Level 3 approved qualification or equivalent
Knowledge	<ul style="list-style-type: none"> Have a secure understanding of specific learning difficulties Have training in aspects of SEN i.e. dyslexia, autism Understanding of Safeguarding in schools Health and Safety Knowledge Awareness of equal opportunities Understanding of managing confidential issues Knowledge of social and emotional support strategies Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. Understanding of strategies for teaching and learning. <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.</p>	<ul style="list-style-type: none"> Knowledge and experiencing supporting up to GCSE level
Skills & Abilities	<ul style="list-style-type: none"> Basic First Aid Good numeracy and literacy skills including good spoken English Good ICT skills and knowledge of Microsoft suite To be capable of high standards of physical, emotional, social and intellectual care for the children at all times. Ability to work and communicate with children effectively Ability to motivate and provide encouragement to children of all ages and all backgrounds Assist with the organisation of the learning environment. Maintain accurate records of the pupils. Ability to share information about children's progress with their parents Ability to work collaboratively with School Staff Ability to take responsibility and work with autonomy within set boundaries. 	<ul style="list-style-type: none"> Paediatric First Aid Certificate A commitment to the improvement and progress of pupils; The ability to interface and interact with parents, teachers and other school staff and provide feedback as required



	<ul style="list-style-type: none"> • Ability to implement appropriate behaviour strategies in line with school policies • Ability to work effectively with individual pupils, groups of pupils and whole classes. 	
Experience	<ul style="list-style-type: none"> • Relevant and professional experience working with children • Provision of high quality provision ensuring all children thrive in a happy, safe and stimulating setting so they can learn and develop. 	<ul style="list-style-type: none"> • Experience supporting in a SEND department in a Senior School setting
Personal competencies and qualities	<ul style="list-style-type: none"> • A warm and approachable personality • To be enthusiastic and have a passion working with all children. • Motivate pupils to learn. • Motivate pupils to be sociable. • Communicate effectively and appropriately with pupils with different abilities and ethnic backgrounds • Good time management skills • Show tact and sensitivity • Patient, reliable and trustworthy • Have a high degree of emotional intelligence • Good communication and interpersonal skills. • Show keen attention to detail • Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team • Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment • Be prepared to take on responsibility and be fully accountable • Have the ability to see matters from a whole school perspective and consider issues objectively • Have an understanding and commitment to the ethos, culture and priorities of the School • Be an ambassador for the School 	