



**CHRIST CHURCH CHORLEYWOOD**

***“What we nurture today, flourishes tomorrow”***

 ***“I am the vine, and you are the branches. Those who remain in me, and I in them, will bear much fruit; for you can do nothing without me.”* *John 15***

***love | joy | peace | patience | kindness | goodness | faithfulness |gentleness |self-control***

**JOB TITLE: PART TIME LEARNING SUPPORT ASSISTANT for 1:1 SEN Support**

**REPORTS TO: CLASS TEACHER & SENDCo (for any specific special needs support work)**

**HOURS: MONDAY-FRIDAY 1.00PM-3.15PM**

**1. JOB OUTLINE**

**a) REASON JOB EXISTS**

To support the education of a pupil with SEN who needs particular help on a 1:1 basis to overcome barriers to learning.

**b) DUTIES**

* Attend to an individual pupil’s learning & personal needs, including social, health, hygiene, first-aid and welfare matters.
* Provide clerical/administrative support to the assigned teacher eg. Photocopying, filing and record-keeping.
* Assist with the planning and delivery of individual education plans (or other pupil-specific plans).
* Administer routine tests.

**c) EQUALITIES**

* Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**d) HEALTH AND SAFETY**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**e) CRIMINAL RECORDS BUREAU**

* This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks.

**f) ADDITIONAL INFORMATION**

* The jobholder is required to contribute to and support the overall aims and ethos of the school.
* All staff are required to participate in training and other learning activities, and in Support Staff Appraisal procedures and development, as required by the school's policies and practice.

**2. SUPERVISION**

* The jobholder is managed by the class teacher, supported by a member of the school’s senior leadership team or by a more senior teaching assistant (if appropriate).
* No supervision of other staff.

**3.** **JOB CONTEXT**

* The jobholder is one of a team of teachers and assistants who support the learning of pupils.
* Flexibility by all staff is important in order to meet the varied needs of pupils.
* The jobholder is managed by their class teacher but may work with several other teachers.
* The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.
* The principal focus of the job is to support individual pupils who have barriers to learning. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils).

**4.** **CONTACTS**

* The jobholder works with teachers and pupils and may have contact with visiting professional staff, such as SEN staff and/or external agencies via the SENDCo or SEND referral process.
* Contact with parents/carers will be minimal and under the direction of the class teacher.

**5.** **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working with or caring for children of the relevant age.
* Experience and/or qualifications in Special Needs
* Good numeracy and literacy skills
* Trained in basic first aid
* Ability to use modern technology, including photocopiers, digital tablets/devices and a computer.
* Ability to work in a team.

**6. PHYSICAL EFFORT**

* The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

**7. WORKING ENVIRONMENT**

* The job may include clearing up blood or other bodily fluids of children.

**8. HOURS**

* Monday-Friday 1.00pm-3.15pm

## *\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

## October 2024