



## JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant (0.5 FTE)
<b>Line Manager:</b>	Learning Support Coordinator (SENCo)

### The job role:

#### Learning Support Assistant

##### Purpose of the Role

The Learning Support Assistant will work under the direction of the Learning Support Coordinator (Deputy Head) and Assistant Learning Support Coordinators to support pupils with additional learning needs across the School.

The role includes providing in-class support, delivering targeted interventions for individuals and small groups, preparing resources, and helping pupils to access learning successfully within a nurturing and inclusive environment.

The successful candidate will work closely with teaching staff to promote pupils' academic progress, independence, confidence and emotional wellbeing.

##### Main Duties and Responsibilities

##### Supporting Pupils

- Support pupils with additional learning needs, including SEND and EAL, within the classroom and through targeted intervention programmes.
- Deliver intervention programmes for individuals and small groups, under the guidance of the Learning Support Coordinator and Assistant Learning Support Coordinators.
- Help pupils to access learning through clarification of instructions, scaffolding tasks and adapting resources where appropriate.
- Promote pupils' independence, confidence, resilience and self-esteem.
- Support pupils' emotional and social development and encourage positive behaviour in line with the School's policies and values.
- Assist pupils with organisation, concentration and engagement in learning activities.
- Support pupils with physical needs where appropriate, whilst encouraging independence.

##### Supporting Teaching and Learning

- Work collaboratively with class teachers and Learning Support staff to support pupils' individual targets and provision.
- Contribute to the preparation of learning resources and intervention materials.
- Provide feedback to teachers and Learning Support staff regarding pupil progress and engagement.
- Support the implementation of Provision Maps and School Action Profiles where appropriate.
- Assist with observations and informal assessments as directed by the Learning Support team.
- Support inclusive classroom practice and Quality First Teaching strategies.

##### Supporting the School

- Promote inclusion and equal opportunities for all pupils.
- Maintain confidentiality and professionalism at all times.
- Attend relevant meetings, training and professional development opportunities.
- Support the wider life of the School, including educational visits, enrichment activities and extra-curricular provision where appropriate.
- Carry out administrative tasks related to the role, including preparation of resources and displays.
- Undertake any other reasonable duties as directed by the Headmaster.

**Person Specification**

The successful candidate will:

- Ideally have experience of working with children in a school or educational setting.
- Demonstrate patience, warmth, flexibility and strong interpersonal skills.
- Have a good understanding of supporting pupils with additional learning needs.
- Be able to work collaboratively as part of a team.
- Be organised, proactive and adaptable.
- Demonstrate a commitment to safeguarding and promoting the welfare of children.

Experience of supporting pupils with SEND, speech and language needs, dyslexia, ADHD or ASD would be advantageous.

**Safeguarding**

Altrincham Preparatory School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be required to undertake an enhanced DBS check and comply with all safeguarding procedures and policies.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.



## Person Specification

### Experience - desirable

- Experience of working with children within a school or educational setting.
- Experience of supporting pupils with additional learning needs, including SEND and/or EAL, would be advantageous.
- Experience of delivering individual or small-group interventions would be desirable.

### Qualifications and Knowledge

- Holds a relevant Teaching Assistant qualification, or is willing to work towards one.
- Appropriate First Aid qualification, or willingness to undertake training.
- Good understanding of safeguarding and child protection within a school setting.
- Understanding of inclusive classroom practice and strategies to support pupils with additional learning needs.
- Awareness of Quality First Teaching and the importance of promoting pupil independence and confidence.
- Competent in the use of Microsoft Office and educational technology.
- Understanding of health and safety requirements within a school environment.

### Skills

- Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, staff and parents.
- Strong organisational skills and the ability to prioritise workload effectively.
- Ability to work both independently and collaboratively as part of a team.
- Ability to adapt support strategies to meet the needs of individual pupils.
- Ability to motivate, encourage and support pupils in a calm and positive manner.
- Ability to maintain confidentiality and professional discretion at all times.

### Personal Qualities

- Warm, patient and nurturing approach with children.
- Positive, flexible and proactive attitude.
- Commitment to promoting pupils' wellbeing, confidence and independence.
- Reliable, professional and approachable.
- Reflective and willing to engage in training and professional development.

### Other

- Commitment to upholding and promoting equality, diversity and inclusion.
- Commitment to safeguarding and promoting the welfare of children in line with the School's Safeguarding and Child Protection Policy.
- Commitment to supporting the ethos and values of Altrincham Preparatory School.
- Willingness to contribute positively to the wider life of the School.