



SHREWSBURY HOUSE  
PRE-PREPARATORY SCHOOL

# SHREWSBURY HOUSE SCHOOL TRUST

---

## JOB DESCRIPTION

for the post of 1 to 1 Learning Support Assistant

at SHREWSBURY HOUSE PRE-PREPARATORY SCHOOL (SHPPS)

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

**Job Title: 1 to 1 Learning Support Assistant (SHPPS)**

**Reporting to: The Head of SHPPS and the Learning Enrichment Co-ordinator (SENCO)**

### Primary Purpose:

- **Pupil support** - To provide efficient and effective support in the supervision and care of a particular child with an Education, Health & Care Plan and to assist in meeting the pupil's needs.
- **Teacher Support** – To support the Class teacher with their responsibility for the development and education of an individual pupil and to work alongside all staff, in delivering the curriculum and supporting the individual child.
- **Curriculum Support** – To assist teachers in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils with special needs.

### Key Tasks and Responsibilities:

- i. **Liaison with the Class Teacher and Learning Enrichment Coordinator**
  - Work closely with the Teacher on day to day planning as provided by the Teacher for the child;

- Report to the Teacher on work carried out under your supervision, providing written records / notes where requested, and of anything important of concern or praise of the child in your care.

#### **ii. Supervision of Individual child**

- Work with the child whilst he carries out set tasks and help him to learn effectively under the direction of a Teacher;
- Offer guidance, encouragement and praise throughout his efforts, encouraging a 'growth mindset' approach;
- Provide necessary support for the child to complete a task if possible;
- Discuss work with the child (written, drawn, models etc.);
- Respond positively to the child's work in line with the school's Teaching and Learning Policy and Marking Policy;
- To administer First Aid and provide general care and welfare for the child if necessary;
- Supervise the child in the organisation of his own equipment, encouraging him to become more independent and find / select materials he needs to carry out any task and to return all items to their correct place when the activity is over;
- Encourage increasing use of ICT in all areas of the curriculum.
- Support the child in all areas of the curriculum, including those outside of the classroom

#### **iii. Professional Development and Organisation**

- Take part in First Aid Training on a regular basis as skills need to be updated;
- Be willing to participate in your own performance management appraisal undertaking to attend courses, inset days and training to support your own professional development as agreed with the Head;
- Attend staff meetings every week or as required by the Head;
- To support the child on school outings or activities.

#### **iv. Professional Relationships**

- Foster good relationships with parents and carers and attend meetings as appropriate with parents in and out of school hours as reasonably required;
- Work closely with Teachers (and possible student and parent helpers) sharing thoughts and ideas and to be sensitive in the confidentiality of their relationship with them;
- Be willing to use initiative over tasks when the Teacher is not available to advise;
- Respect confidentiality at all times of any personal details concerning the child or family;

## Shrewsbury House School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's Health and Safety Policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by the Head or other designated supervisor.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Line Manager

Date: \_\_\_\_\_