



SEN 1:1 Learning Support Assistant

Job Title: SEN Learning Support Assistant (Temporary contract attached to named child, subject to Local Authority funding)

Salary Range: NJC Scale Level 2A, point range 3-4 (Point 3 - £9.79 p.h.)

Hours: Monday-Friday 9.00 – 1.30 daily, total 22.5 hours per week.

Contract Type: Temporary – ends 22nd July 2023; but subject to extension (likely until Summer 2024).

Closing Date: 5pm Monday 23rd May 2022

Interview Date: Interviews will take place Tuesday 14th June 2022

Start Date: ASAP

Pulford is a thriving Church of England, Voluntary Aided lower school in a beautiful setting in Leighton Buzzard. We have a friendly team of staff who are dedicated to providing outstanding teaching and learning within a nurturing Christian environment that brings out the best in our children. Pulford prides itself on being an inclusive school, which is recognised for the quality of its values and relationships. Applicants are expected to support the Christian ethos of the school.

We seek to appoint an enthusiastic, organised, physically able individual to support a Year 2 child with special educational needs. The role will entail working with the child's individual targets and where necessary adapting the environment to meet the needs of the child, under the direction of the class teacher, and our very experienced Deputy Head/SENDCO.

Experience of working with children who have special educational needs is desirable but not essential. Willingness to train is key, along with being comfortable working under their own initiative, within both internal and external environments

Applicants must be good team players, with a positive can-do attitude. They must also be educated to GCSE level including English and Maths at grades A-C or equivalent.

Pulford is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for all roles.

Please download the school application form from this website and email it to office@pulfordschool.org Please note that CVs will not be accepted.

Contact:

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Pulford VA Church of England Lower School Job Description

TITLE: Teaching Assistant – Special Needs 1:1

RESPONSIBLE TO: Classroom teacher/head teacher/SENDCO

JOB PURPOSE: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of a specific pupil and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience.
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there is a requirement to support a named pupil with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the head teacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the head teacher.
6. Promote independent learning, where possible, whilst supporting the child during learning activities
7. Maintain effective record keeping
8. Under the direction of the teacher, adapt or design resources to aide inclusion.
9. To prepare a named pupil to manage changes to the timetable or prepare them for special events such as talks or church services.



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Support for Teachers

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.)
2. To assist with record keeping on pupils as required, including information on pupil progress.
3. To assist teachers with educational activities in the classroom to support pupils' learning and development
4. To work with individuals and groups of pupils to support expectations of acceptable personal and social behaviour and help make them part of the learning experience and enhance this.
5. To assist in maintaining class discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour.

Support for the School

1. To work effectively with colleagues as part of a team; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the head teacher.
3. To attend staff training, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the head teacher.



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Person Specification

The job holder must

- Be comfortable working on their own initiative and on a 1:1 basis with the child, including in an outside environment
- Have a positive interest in working with children and have empathy with young people facing barriers to their learning.
- Be able to build relationships at the child's level and maintain this for the benefit of the child
- Hold GCSE Grade c or above, or equivalent qualification, in Maths and English
- Be willing to work both indoors and in an outdoor environment, e.g. Forest School
- Have effective oral and written communication skills.
- Excellent interpersonal skills, both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.
- Possess good organisational and time management skills.
- Be able to think outside of the box to support the delivery of a lesson where the child is experiencing difficulties accessing the learning
- Be able to remain patient and calm.
- Be willing to undertake specific training to support an individual child, to acquire knowledge of emotional attachment theory.

The job holder is likely:

- To have a minimum of two years' proven experience of working with children (either paid or unpaid capacity) preferably in an education setting, ideally primary
- To have an understanding / awareness of special educational needs and disabilities
- To have a range of positive behaviour management techniques

The job holder may:

- Hold relevant qualifications at a level equivalent to at least NVQ Level 3.
- Have an understanding of relevant policies/codes of practice and awareness of relevant legislation