

Job Description and Person Specification

Job Title	Learning Support Teaching Assistant
Responsible to	Head of Learning Support (SENCo)
Responsible For	The Learning Support Teaching Assistant will work under the guidance of the SENCo and in conjunction with the Subject Teachers to support pupils with a range of special educational needs (SEND) within the curriculum, their pastoral provision and to promote their wider inclusion in the life of the school.
Key Aims of the Role	• Deliver differentiated, accessible learning for all pupils including those with additional learning needs. • Encourage pupils to participate fully in academic and social aspects of school life. • Support pupils in achieving their potential and developing independence. • Assist teachers in preparing, delivering, and managing lessons and learning resources to ensure accessibility for all pupils.
Key Responsibilities	Teaching & Learning Support • Deliver targeted 1:1 and small group interventions in literacy, numeracy, and social-emotional skills. • Provide in class (universal support) throughout the school. • Support pupils in achieving individual learning goals and EHCP targets (where present). • Work closely with the SENCo and the subject teaching staff to ensure lesson content is accessible for all pupils. • Create and adapt resources and strategies to support learning for pupils with additional learning needs. • Provide guidance and prompting to encourage pupil participation, independence, and self-regulation. • Implement and support behaviour management strategies to support effective learning. • In conjunction with the SENCo, track and monitor pupil progress, providing feedback to teachers and parents. Whole-School Support • Assist teachers with classroom preparation, displays, and lesson resources. • Support co-curricular enrichment activities, including art, drama, outdoor learning, sport and games to ensure accessibility for all pupils. • Supervise pupils during breaks, lunchtimes, and unstructured times, promoting inclusion and positive social interactions. • Accompany pupils on school trips and residential visits (where necessary) • Act as a positive role model, demonstrating the school's values, ethos, and behaviour expectations. Management and Reporting • Under the supervision of the SENCo, support the completion of accurate records of interventions and progress. • Support the SENCo with the analysis of pupil data to inform targeted SEND support strategies.

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	Communications • Communicate effectively with parents and teachers regarding pupil progress and support. • Follow school policies for communication and confidentiality. Pastoral Responsibilities • Promote the general progress, well-being, and inclusion of all Cundall pupils. • Identify and communicate any concerns regarding pupils' emotional or social development to the SENCO. Other Duties • Support the school's policies, safeguarding and Health & Safety practices, including risk assessments. • Understand and follow current statutory safeguarding guidance applicable to the school, including recognising and reporting concerns promptly and following the school's safeguarding and child-protection procedures. • Support reasonable adjustments for pupils and staff with disabilities. For pupils, actively contribute to identifying, implementing and reviewing reasonable adjustments so that disability-related barriers are anticipated and reduced, in line with the Equality Act 2010 and school policy. • Undertake other reasonable duties as required by the Headmaster or SENCO. • Participate in the full life of the school, including but not limited to the Carol Service, Speech Day and the whole school beach trip. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. You may be required to undertake other duties from time to time, as we may reasonably require or are necessary for the performance of your job within the context of an independent school and to meet the changing demands of the school. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Person specification	Essential • Relevant Teaching or Teaching Assistant Status. • Experience in delivering 1:1 and small group interventions. • Familiarity with strategies and interventions to raise achievement and motivation. • Excellent written and oral communication skills. • Ability to work sensitively, empathetically, and collaboratively with pupils and staff. • Commitment to celebrating pupils' achievements and promoting inclusion. • Commitment to safeguarding, inclusion, and pupil well-being.

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	Desirable • A good understanding of Special Educational Needs (SEN) support, including Dyslexia. • Experience supporting EHCP targets and monitoring progress. • Knowledge of pupil performance data and assessment strategies. • ICT literacy to integrate technology into SEN support. • Commitment to celebrating pupils' achievements and promoting inclusion.
Other Conditions	<u>Offer Conditions</u> Cundall Manor School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. <u>Health and Safety</u> Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.