



## Learning Enhancement Assistant (One to One Specialist)

<b>Core Purpose</b>	To assist in the support and inclusion of children at KS2 at Repton Prep
<b>Post Tenure</b>	Part-time - 20 to 30 hours Temporary contract until 31 <sup>st</sup> December 2025
<b>Reporting to</b>	Head of Learning Enhancement
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To encourage acceptance and inclusion of all children. Promoting and reinforcing the school's aims, ethos and values.</li> </ul> <p><b><u>Supporting EHCP Pupil</u></b></p> <ul style="list-style-type: none"> <li>• To develop a nurturing and trusting professional relationship with the child.</li> <li>• To fully understand the child's specific difficulties, emotional and learning needs, along with the required outcomes of their EHCP.</li> <li>• To promote the child's self-esteem and progression towards independence.</li> <li>• To have an effective working relationship with the child's Form and Class Teachers, in order to:             <ul style="list-style-type: none"> <li>○ Adapt lesson planning and resources to ensure the child continues to receive a broad and balanced curriculum adapted to their developmental stage.</li> <li>○ Deliver targeted interventions to meet specific outcomes; individually and in small groups.</li> <li>○ Create specific resources to support the child and use appropriately recommended equipment and IT.</li> <li>○ Maintain records of the child's progress.</li> </ul> </li> <li>• To develop a positive relationship with the child's parents.</li> <li>• To assist, with class or subject teacher (and other professionals as appropriate), in the development of a suitable programme of support for the named child.</li> <li>• In conjunction with the teacher, develop a system of recording the child's progress.</li> <li>• To contribute to the maintenance of the child progress records.</li> <li>• To participate in the evaluation of the child's EHCP.</li> <li>• To provide regular feedback about the child.</li> </ul> <p><b><u>Supporting Pupils</u></b></p> <ul style="list-style-type: none"> <li>• To work closely with the Learning Enhancement Department, Subject Heads and Teachers, colleagues and SMT, in seeking to provide the highest quality of education and care.</li> <li>• To establish a supportive relationship with all children.</li> <li>• Taking into account the learning support involved, to aid all child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:             <ul style="list-style-type: none"> <li>○ Aiming for independence;</li> <li>○ Clarifying and explaining instructions;</li> <li>○ Ensuring the child is able to access and use equipment and materials provided;</li> <li>○ Motivating and encouraging the child as required;</li> <li>○ Provide constructive feedback and promote self-reflection.</li> </ul> </li> <li>• Monitor, observe and evaluate children's work in accordance with the School's policies.</li> <li>• Take an active role in contributing to planning.</li> <li>• Progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.</li> <li>• To deliver targeted intervention across Key Stages.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the role of parents in pupils' learning, maintaining sensitivity and confidentiality.</li> <li>• Take pride in the form room and resources in order to maintain and enhance a stimulating environment including displays.</li> <li>• Assist with day-to-day form room organisation.</li> </ul> <p><b><u>Supporting the teacher</u></b></p> <ul style="list-style-type: none"> <li>• To assist, with class or subject teachers (and other professionals as appropriate), in the development of a suitable programme of support for child/ren who need learning support.</li> <li>• To develop and prepare resources for learning activities.</li> <li>• To contribute to the maintenance of child/ren's progress records.</li> <li>• To participate in the evaluation of any support programme.</li> <li>• To provide regular feedback about the child/ren to the teacher.</li> <li>• Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful and enjoyable learning environment.</li> <li>• Take pride in the form room and resources in order to maintain and enhance a stimulating environment.</li> <li>• Assist with day-to-day form room organisation.</li> </ul> <p><b><u>Supporting the Department &amp; School</u></b></p> <ul style="list-style-type: none"> <li>• Understand and implement school child protection procedures and comply with legal responsibilities.</li> <li>• Challenge or seek support to ensure a positive culture of 'Diversity, Equity, Inclusion and Belonging'.</li> <li>• Maintain effective working relationships with colleagues and parents.</li> <li>• To be an active member of the Learning Enhancement Department; being open to professional development and to access support.</li> <li>• To liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.</li> <li>• To contribute to programmes of observation, assessment and reviews of children's progress; providing reports, evaluations and other information, as appropriate.</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to maintain discretion as appropriate.</li> <li>• To supervise cover lessons as required. Work is set by the teacher or the Head of Department.</li> <li>• Assist with the supervision of Prep (Homework) sessions, school activities and events.</li> <li>• To help create learning resources.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Participate in the regular Duty Schedule.</li> <li>• Be involved in general school activities and out of school activities as required.</li> <li>• Attend INSET and engage with CPD.</li> <li>• To use IT systems required to carry out the duties of the post.</li> <li>• Flexibility in working hours to fit the pupil's timetable.</li> </ul> <ul style="list-style-type: none"> <li>• Any other tasks as reasonably required.</li> </ul>
<b>Person Specification</b>	<p><b><u>Personal qualities</u></b></p> <ul style="list-style-type: none"> <li>• A child-centred, nurturing and committed professional who enjoys the challenge of one-to-one working.</li> <li>• Empathy for children of all needs and abilities.</li> <li>• Unwavering commitment to improving outcomes for a named child.</li> <li>• Patience, understanding, caring with a sense of humour.</li> <li>• Good use of initiative and enthusiastic.</li> <li>• Excellent communication skills – written and verbal.</li> <li>• Aspirational for children, with high expectations.</li> <li>• Organised and flexible – willing to work across year groups and Key Stages as needed.</li> </ul>

- An adaptable team player who is able to work with a range of Teachers and other professionals.
- Motivated to play an active part in school life and projects a professional image for the school.
- A commitment to the School's Child Protection and Safeguarding policy.

### **Qualifications/Experience**

- Significant experience of working with children/young people in an education setting (SEND specialist or otherwise).
- Recent experience of delivering one to one or group interventions, under the direction of a Class Teacher.
- Experience of supporting teaching and learning in KS2 and/or KS3.
- An understanding of the purpose of Education and Health Care Plans (EHCP).
- A standard of written and spoken English that supports pupils' learning. GCSE grade C, or above.
- Experience of working with children with specific learning differences.
- Specialist qualifications/training in SEND and the willingness to undergo further professional development and/or TA specific qualification equivalent to or exceeding NVQ Level 3.
- Evidence of engagement with professional development.

### **Knowledge**

- An understanding of the varied needs of children as they develop socially and academically.
- A knowledge of behaviour management techniques that support school and classroom practices.
- Knowledge of child development and ability to maintain high quality records.
- A knowledge of the National Curriculum.
- Knowledge of Safeguarding and Child Protection, including Keeping Children Safe in Education.

### **Skills and Aptitudes**

- A commitment to promoting equal opportunities and meeting individual needs.
- Ability to help children and young people to transfer their learning to other parts of their lives.
- Able to create high quality and enriching learning resources and contribute to maintaining learning environments.
- Awareness and importance of confidentiality.
- Ability to work as part of a team.
- Able to manage time effectively.
- Ability to be flexible to the needs of the children.
- Able to form effective relationships with parents and keen to support them with their child's learning at home.
- Effective communication, interpersonal and organisational skills.
- Sound IT skills to support learning and maintain electronic information. Including the ability to use Microsoft applications.
- Experience in delivering first aid, medication.

### **Training and professional development**

- Willingness to take part in appropriate training and personal and professional development

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*