

# St Wystan's School

## 1-1 Support Assistant - Temporary (until March 2027 with possibility for extension to July 2027)

### Job Description

<b>Job Description: 1-1 Support Assistant (25 hours per week)</b>	
<b>Responsible to:</b>	Headteacher, SENDCo
<b>Job Overview</b>	<ul style="list-style-type: none"> <li>To work 1-1 supporting a pupil currently in Year 3 and is accessing the Year 3 curriculum;</li> <li>To support the pupil with emotional and behavioural difficulties to enable them to effectively access the curriculum;</li> <li>To support and encourage a learning environment throughout the School which allows the pupil to acquire and develop emotional literacy skills;</li> <li>To support the pupil to make progress in learning through the delivery of specific interventions.</li> </ul>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>To work 1-1 with a pupil with autism and ADHD, adapting learning opportunities to enable them to access the curriculum, and supporting the pastoral and emotional need of the pupils ensuring an inclusive environment in which they thrive;</li> <li>To establish supportive, caring and secure relationships with the pupil, and be available to offer individual support and a safe person for them to talk to;</li> <li>To ensure that all records are kept up to date, distributed and filed in accordance with the School's procedures, and that appropriate levels of confidentiality are maintained;</li> <li>To liaise, and maintain good working relationships with other staff, parents, outside agencies etc, as required;</li> <li>To contribute to monitoring and recording of the pupil's progress and to provide relevant feedback to teachers;</li> <li>To liaise with the class teacher and SENDCo ;</li> <li>To liaise with teachers in the preparation of individual's IEP and EHCP, as required;</li> <li>To be available for IEP and EHCP review meetings, sometimes outside regular working hours;</li> </ul>
<b>Supervisor/Managerial Responsibilities Details</b>	<ul style="list-style-type: none"> <li>To liaise with senior leaders as appropriate;</li> <li>To work within own competencies and level of development, under the guidance of the line manager.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>To demonstrate strong communications with pupils, staff, parents and relevant external parties;</li> <li>To attend and contribute to in-school meetings as well as IEP and EHCP meetings, preparing in advance where required.</li> </ul>
<b>Pastoral care</b>	<ul style="list-style-type: none"> <li>To support and participate in the pastorally strong ethos of the School;</li> <li>To establish a supportive relationship with all pupils and to develop self-esteem;</li> </ul>

	<ul style="list-style-type: none"> <li>• To follow the School's behaviour policy, applying it fairly and effectively to all situations;</li> <li>• To read and follow up on weekly pastoral notes pertaining to pupils across the School;</li> <li>• To report pastoral concerns relating to any pupil to the School in a timely manner.</li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of pupils across the School;</li> <li>• To support the School's responsibility to safeguarding pupils;</li> <li>• To maintain high professional standards of attendance, punctuality, appearance and conduct;</li> <li>• To maintain positive relations with all stakeholders;</li> <li>• To contribute to the School's extra-curricular programme, where possible;</li> <li>• To promote the good name and reputation of the School;</li> <li>• To adhere to School policies and procedures;</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;</li> <li>• To be prompt and punctual, and to work within the hours specified;</li> <li>• To be involved in general school activities, supporting occasionally out of hours as required e.g. Christmas Fair, School production, open mornings;</li> <li>• Any other tasks as directed.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• To take responsibility for own continuous professional development, including attending School INSET days, and training and CPD relevant to own role, sometimes in own time;</li> <li>• To participate in the annual performance review process.</li> </ul>
<b>Key Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• To be an outstanding ELSA practitioner</li> <li>• To maintain up-to-date knowledge of current ELSA pedagogy;</li> <li>• To maintain knowledge and understanding of safeguarding procedures;</li> <li>• To understand the role of IT in classrooms and have the confidence to use it.</li> <li>• To have the knowledge and skills for the Key Stage 2 curriculum.</li> <li>• To have experience delivering sensory circuits.</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• To be an enthusiastic individual, possessing drive, energy and commitment;</li> <li>• To have a passion for education and inclusion, and the ability to inspire pupils and staff;</li> <li>• To have the ability to plan, prioritise and manage a varied workload;</li> <li>• To be team focused and prepared to volunteer a helping hand as required;</li> <li>• To commit to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• To work contracted hours (25 hours across a week), plus extra-curricular and occasional events calendared for evenings and Saturdays;</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time;</li> <li>• St Wystan's 1-1 support assistant salary;</li> <li>• Residential trips, as discussed and in agreement with the Headteacher.</li> </ul>

	<p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• St Wystan’s School is committed to safeguarding and promoting the welfare of pupils, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check;</li> <li>• This post will involve regulated activity with pupils. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and caring for pupils without supervision.</li> </ul>
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This job description is not intended to be an exhaustive list of duties.  
You may also be required to undertake such other comparable duties as required.

<b>Person Specification: Teaching Assistant</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
<b>Qualifications</b>	<p>ELSA teaching assistant qualification or willingness to undertake training</p> <p>Willingness to undertake further training to continue professional development as relevant to the role</p>	<p>Evidence of ongoing professional training</p> <p>Professional development opportunities/qualifications</p> <p>LEGO Therapy</p>	<p>Certificates</p> <p>Application Form</p> <p>Interview</p>
<b>Experience</b>	<p>Teaching assistant or 1-1 support assistant experience in a school setting</p> <p>ELSA experience in a School setting or a desire to gain this</p> <p>SEND experience</p> <p>Experience working 1-1 with pupils</p> <p>Experience and training in autism</p> <p>Experience working within Key Stage 2.</p>	<p>Worked as part of a SEND 1:1 team.</p>	<p>Application form</p> <p>Interview</p> <p>Teaching observation</p>

<p>Skills and Abilities</p>	<p>Proven skills and experience of raising attainment for pupils</p> <p>Ability to deliver and plan interventions/ develop strategies to support with a variety of behaviours and emotions</p> <p>Self-directed, pre-emptive and reactive rather than reactive;</p> <p>Effective communicator</p>	<p>Knowledge of current innovative practice in primary schools</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<p>Motivation and Personality</p>	<p>Self-motivated</p> <p>Patient, caring and empathetic</p> <p>Team player</p> <p>A sense of humour</p> <p>Able to work effectively with a wide range of professionals</p> <p>Adaptable</p>		<p>Application form</p> <p>Interview</p>
<p>Educational Values</p>	<p>Commitment to teaching approaches which encourage all pupils to give their best irrespective of ability, gender, ethnic or social background</p> <p>Recognition of the importance of a stimulating and inclusive environment</p>		<p>Application form</p> <p>Interview</p>

Other Factors	Eligibility to live and work in the United Kingdom  Suitability to work with children  Willing to react flexibly to new or unexpected situations		Interview  Required documentation for eligibility  DBS and Barred List checks
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