

St Wystan's School

1-1 Support Assistant – Temporary 1 year (Sept 2026 – July 2027)

Job Description

Job Description: 1-1 Support Assistant (15 hours per week, 2 days per week)	
Responsible to:	Deputy Headteacher, SENDCo
Job Overview	<ul style="list-style-type: none"> To work 1-1 supporting a pupil currently in Year 5; To support the pupil with emotional and behavioural difficulties to enable them to effectively access the curriculum; To support and encourage a learning environment throughout the School which allows the pupil to acquire and develop emotional literacy skills; To support the pupil to make progress in learning through the delivery of specific interventions.
Main Duties and Responsibilities:	<ul style="list-style-type: none"> To work 1-1 with a pupil with autism, 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; 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; 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; To liaise, and maintain good working relationships with other staff, parents, outside agencies etc, as required; To contribute to monitoring and recording of the pupil's progress and to provide relevant feedback to teachers; To liaise with the class teacher and SENDCo ; To liaise with teachers in the preparation of individual's IEP and EHCP, as required; To be available for IEP and EHCP review meetings, sometimes outside regular working hours;
Supervisor/Managerial Responsibilities Details	<ul style="list-style-type: none"> To liaise with senior leaders as appropriate; To work within own competencies and level of development, under the guidance of the line manager.
Communication	<ul style="list-style-type: none"> To demonstrate strong communications with pupils, staff, parents and relevant external parties; To attend and contribute to in-school meetings as well as IEP and EHCP meetings, preparing in advance where required.
Pastoral care	<ul style="list-style-type: none"> To support and participate in the pastorally strong ethos of the School; To establish a supportive relationship with all pupils and to develop self-esteem; To follow the School's behaviour policy, applying it fairly and effectively to all situations;

	<ul style="list-style-type: none"> • To read and follow up on weekly pastoral notes pertaining to pupils across the School; • To report pastoral concerns relating to any pupil to the School in a timely manner.
General requirements	<ul style="list-style-type: none"> • To promote and safeguard the welfare of pupils across the School; • To support the School's responsibility to safeguarding pupils; • To maintain high professional standards of attendance, punctuality, appearance and conduct; • To maintain positive relations with all stakeholders; • To contribute to the School's extra-curricular programme, where possible; • To promote the good name and reputation of the School; • To adhere to School policies and procedures; • To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately; • To be prompt and punctual, and to work within the hours specified; • To be involved in general school activities, supporting occasionally out of hours as required e.g. Christmas Fair, School production, open mornings; • Any other tasks as directed.
Training and Development	<ul style="list-style-type: none"> • 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; • To participate in the annual performance review process.
Key Skills & Knowledge	<ul style="list-style-type: none"> • To be an outstanding ELSA practitioner • To maintain up-to-date knowledge of current ELSA pedagogy; • To maintain knowledge and understanding of safeguarding procedures; • To understand the role of IT in classrooms and have the confidence to use it.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • To be an enthusiastic individual, possessing drive, energy and commitment; • To have a passion for education and inclusion, and the ability to inspire pupils and staff; • To have the ability to plan, prioritise and manage a varied workload; • To be team focused and prepared to volunteer a helping hand as required; • To commit to the highest standards of educational and pastoral care for all pupils.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • To work contracted hours will be discussed with the candidate. • The candidate may be required to run an extra-curricular club. Attendance at occasional events calendared for evenings and Saturdays may also be required; • 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; • St Wystan's 1-1 support assistant salary. <p>Safeguarding Children</p> <ul style="list-style-type: none"> • St Wystan's School is committed to safeguarding and promoting the welfare of pupils, and applicants must be willing to undergo child

	<p>protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check;</p> <ul style="list-style-type: none"> 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.
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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.

Person Specification: Teaching Assistant			
	Essential	Desirable	Tested
Qualifications	<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>Certificates</p> <p>Application Form</p> <p>Interview</p>
Experience	<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>Application form</p> <p>Interview</p> <p>Teaching observation</p>
Skills and Abilities	<p>Proven skills and experience of raising attainment for pupils</p> <p>Ability to deliver interventions/develop</p>	<p>Knowledge of current innovative practice in primary schools</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>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>		
Motivation and Personality	<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>Application form</p> <p>Interview</p>
Educational Values	<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	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p> <p>Willing to react flexibly to new or unexpected situations</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS and Barred List checks</p>

One-to One Support Assistant - Temporary 1 year (Sept 2026 – July 2027)

An exciting opportunity has arisen for us to appoint a driven and enthusiastic 1-1 support assistant, with a passion for learning and a desire to maximise the potential of a pupil joining our school. Working within KS2, the appointee will be responsible, under the direction of the class teacher, for supporting the pupil throughout the day on their academic, and social and emotional journey. This role will suit a compassionate individual who is willing to put the needs of the pupil first, taking an active role in their day-to-day life, both inside and outside the classroom. An interest or experience in SEND, particularly with children struggling with social and emotional regulation, and autism is essential.

We are a warm and family-oriented community, with a strong emphasis upon the holistic needs of our children, as well as strong academics. We pride ourselves on knowing our children well and creating a personalised learning journey, for each and every one of them. We can offer the right candidate a happy and supportive working environment.

The post is currently available, and we are looking for a candidate who can start immediately or as soon as possible. Please note, this is one year contract.

We reserve the right to interview and offer the post, to the right candidate, prior to the closing date.

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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. A copy of the School's 'Recruitment, Selection' policy, and 'Safeguarding and Child Protection' policy are available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed six months after the date on which you are notified of the outcome.

Closing date: 6th February 2026

Salary: Not disclosed

