

# St Wystan's School

## 1-1 Support Assistant

### Job Description

<b>Core Purpose</b>	To work closely with, and under the supervision of, the Form teacher to support the health, academic and social and emotional needs of an individual pupil in Reception class. 8:25m-4pm
<b>Post Tenure</b>	Until July 2025, with a high possibility of extension
<b>Reporting to</b>	Headteacher, Form Teacher, SENDCo
<b>Key Tasks and Responsibilities</b>	<p><b><u>General</u></b></p> <ul style="list-style-type: none"><li>• To work closely with the Form teacher in seeking to provide the highest quality of education and care for the pupil</li><li>• To support the pupil as required, aiding them to learn as effectively as possible both in whole class, group and 1-1 situations</li><li>• To establish a supportive relationship with all pupils in the Form</li><li>• To interact with, and work with the wider class, beyond the individual pupil as required</li><li>• To follow the school's policy on behaviour management, implementing the policy and strategies appropriately</li><li>• To create an inclusive environment</li><li>• To follow and implement the school's policy on safeguarding</li><li>• To allow time in the day to plan the learning</li></ul> <p><b><u>Supporting the Teacher</u></b></p> <ul style="list-style-type: none"><li>• To take an active role in planning and developing a bespoke timetable and resources, to assist with the teacher</li><li>• To contribute to, and keep records, in collaboration with the teacher</li><li>• To provide regular feedback about the pupil to the teacher</li><li>• To monitor, observe and evaluate the pupil's progress, in collaboration with the teacher</li><li>• To lead on 2 weekly target setting for the pupil</li><li>• To be proactive in decision making, when other staff are otherwise engaged</li></ul> <p><b><u>Supporting the Pupil</u></b></p> <ul style="list-style-type: none"><li>• To supervise and provide individualised support for the pupil</li><li>• To develop independence and self-esteem</li><li>• To provide positive feedback to the pupil, working together with them on next steps</li><li>• To assist with the development, and implementation of, education plans and personal care programmes</li><li>• To establish constructive relationships with the pupil, and to interact with them according to their needs</li><li>• To encourage the pupil to establish constructive relationships with adults</li></ul>

	<p>and children across the school</p> <ul style="list-style-type: none"> <li>• To encourage the pupil to interact positively and to engage in classroom activities</li> <li>• To assist with personal care and health needs as required</li> <li>• To promote acceptance and inclusion</li> </ul> <p><b><u>Supporting the School</u></b></p> <ul style="list-style-type: none"> <li>• To liaise with and consult with staff to support the pupil effectively</li> <li>• To contribute to reviews of the pupil’s progress, as appropriate</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school and to keep confidences appropriately</li> <li>• Any other tasks as directed</li> </ul> <p><b><u>Training and development</u></b></p> <ul style="list-style-type: none"> <li>• To keep up to date with training and the use of resources, cascading information to other members of staff working with the pupil</li> <li>• To take part in the School appraisal programme</li> <li>• To attend CPD, INSET and staff meetings as required; these may be outside of contracted hours</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• To participate in duties, at break and lunchtimes – supervising the play and eating of the child</li> <li>• To be involved in general school activities such as the nativity production and supporting clubs</li> <li>• To be prompt and punctual, and to work within the hours specified</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.

### **Personal Specification – 1-1 Support Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CSE/GCSE/O level in Maths and English or other qualification in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved at least NVQ level 2/3 or equivalent in relevant field</li> <li>• Paediatric First Aid qualification</li> <li>• Qualification in SEN, particularly working with children who struggle with social communication, social interaction and social integrity</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• experience of working with children with a variety of learning needs,</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of national curriculum</li> </ul>

	<p>particularly children who are struggling with social communication</p> <ul style="list-style-type: none"> <li>• experience of supporting pupils on a 1:1 basis to meet individual targets,</li> <li>• experience working in an EYFS classroom setting</li> <li>• good understanding of child development and behaviour management strategies</li> </ul>	<p>including the EYFS programme</p> <ul style="list-style-type: none"> <li>• Experience of teaching phonics</li> </ul>
<b>Knowledge and Understanding</b>	<p>The candidate should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• up to date experience of the EYFS framework</li> <li>• understanding of best practice in special needs provision, particularly for children struggling with social communication</li> <li>• the pastoral care of young children</li> <li>• child development and the ways in which children learn</li> <li>• the roles played by various adults in a child's education</li> </ul>	<p>The candidate will have an awareness of strategies to support a pupil with:</p> <ul style="list-style-type: none"> <li>• limited communication</li> <li>• limited social interaction</li> <li>• limited social imagination</li> <li>• sensory needs.</li> </ul>
<b>Skills</b>	<p>The candidate will be able to:</p> <ul style="list-style-type: none"> <li>• help pupils and teaching staff to achieve their objectives;</li> <li>• assist children on an individual basis, but also work as a member of a team;</li> <li>• work as a part of close-knit team with a variety of adults</li> <li>• work with guidance, but under limited supervision;</li> <li>• accept and respond to management and supervision;</li> <li>• use initiative in modifying approaches where necessary and making suggestions for improvement</li> <li>• liaise and communicate effectively and professionally with others;</li> <li>• ability to adapt planning to meet the needs of the pupil</li> <li>• make and maintain basic teaching resources.</li> <li>• be calm and able to work under pressure with the ability to adapt quickly</li> </ul>	<p>The candidate will have an awareness of:</p> <ul style="list-style-type: none"> <li>• show initiative when a learning activity is not working</li> <li>• have confidence to be assertive in their decisions</li> <li>• plan activities to match the whole class teaching</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Calm and patient</li> <li>• Empathetic, warm and enthusiastic</li> <li>• Caring and friendly</li> <li>• Dedicated</li> <li>• Be able to swim and prepared to take</li> </ul>	

	<p>an active role in the water during swimming lessons</p> <ul style="list-style-type: none"><li>• Energetic</li><li>• Respectful of confidentiality</li><li>• Able to work sensitively with parents</li><li>• Prepared to develop professionally through self-led learning and participation in relevant CPD</li></ul>	
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