



1:1 LEARNING SUPPORT ASSISTANT

JOB TITLE: 1:1 Learning Support Assistant

RESPONSIBLE TO: School Learning Enrichment Leader & Parents
(Please note that the successful applicant will be employed by the parents of the Year 3 child and not Thomas's London Day Schools)

RESPONSIBLE FOR: A Year 3 child

SUMMARY OF POSITION:

(Overall Objectives)

- To facilitate a child in aspects of the school day promoting independence, academic development and social integration
- To support the child's learning in class, with a specific focus on their Literacy and Numeracy development
- To adapt lessons or activities to provide the best scaffolding possible
- Implement Literacy interventions as guided by the school
- Implement treatment programmes as instructed by the child's OT and SALT, where necessary. Actively seek guidance and help with this when your own skills set requires and attend therapy sessions if needed
- Ensure a safe environment
- Accompany the child to occasional non-academic lessons facilitating active participation and development of the child's own personal skills – e.g. Drama, Music, and Art.
- Monitor and advise teaching staff / parents on the child's ability to undertake expected classroom activities
- Whilst acting as the child's advocate and assistant taking care not to engender dependency
- To undertake any duties as required by school in relation to the child's overall wellbeing
- Liaise with other support staff regarding timing of breaks

PRINCIPAL DUTIES:

- To exchange information with parents and staff to ensure a unified approach to the child's support

- Use professional knowledge & skills to facilitate the child's general learning and development throughout the school day
- Set termly objectives in conjunction with school staff
- To follow procedures and interventions within the child's SALT & OT programme of care if necessary, integrating this with the school timetable and attend therapy sessions if required
- To maintain confidentiality at all times
- To participate in and contribute to the in-house teaching & training regimes and staff development programmes as required

GENERAL:

- To assist in the day-to-day efficient running of the classroom environment
- To follow and adhere to the Safeguarding policy
- To adhere to The Health and Safety at Work Act
- To adhere to Fire Action Policy
- To be aware of Disciplinary / Grievance Procedure
- To be familiar with the content of the Thomas's London Day Schools Staff handbook.
- To attend functions and events outside school hours when deemed appropriate and necessary to support pupils and staff

CONTRACTED HOURS:

8:30am – 12.00pm, Monday to Thursday, term time only.

To ensure continuity of care, this contract is for a minimum of one full academic year i.e. September to July. Subject to mutual settling in period. Please do not apply if you are unable to commit for at least one full academic year.

This job is not eligible for a workplace pension's scheme.

PERSON SPECIFICATION:

We want to appoint a 1:1 Learning Support Assistant. A sense of humour, adaptability, a commitment to team work and a strong desire to make a difference are vital to our philosophy. A can do, will do attitude must be the driving intent of the successful candidate, allied to a sensitive and sympathetic approach to the overall role.

In addition to candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

This job description is not to be regarded as exclusive or exhaustive as there may be other duties and requirements associated with the post which you may be called upon to perform from time to time.

This job description does not constitute a contract of employment and may be amended occasionally to take account of the changing needs of the organisation.

THE APPLICATION PROCESS:

A brief letter of application, curriculum vitae and a completed and signed application form, should be addressed to the Head of Lower School, Mrs Hannah Tongue, as soon as possible.

The Head of Lower School would be delighted to talk to any candidate who would like to know more about the post. She can be contacted by email - htongue@thomas-s.co.uk

Details of the post and application forms are available on the Join Our Teams page of our website, <https://www.thomas-s.co.uk/join-our-team/> or from Mrs Viki Stanton by email vstanton@thomas-s.co.uk

An early response is encouraged, as **applications will be considered upon receipt.**

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.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).