



At TCH we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

LEARNING SUPPORT TEACHING ASSISTANT Job Description

TITLE OF POST: Full time Learning Support Teaching Assistant

ROLE PURPOSE: Supporting the needs of pupils with SEND across the Prep School through in class support and via small group interventions.

A. MAIN DUTIES AND RESPONSIBILITIES

1. Support for pupils

- Work with pupils who have a range of SEND. For example, those with ASC and specific learning difficulties, including dyslexia and dyscalculia.
- To undertake specific work with individuals, groups and whole classes, under the direction and supervision of a qualified teacher or SENCo.
- To deliver intervention programmes to individuals or small groups of pupils.
- Offer pupils emotional support.
- Prepare creative and engaging resources for 1:1 or small group learning support sessions.
- To encourage pupils to become more independent learners.

2. Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of the needs of all pupils so that they have equal access to learning opportunities.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities as required.
- To assist with the supervision of pupils both in and out of lesson times, and accompany teaching staff and pupils on visits and trips.
- To undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of Learning Support.

PERSON SPECIFICATION – LEARNING SUPPORT TEACHING ASSISTANT

	ESSENTIAL	DESIRABLE	ASSESSED FROM:
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including literacy and numeracy. • Relevant NVQ Level 3 qualification for supporting pupils with identified SEND 	<ul style="list-style-type: none"> • ELSA training 	Application
Experience	<ul style="list-style-type: none"> • Working with children. • Using computers/technology. 	<ul style="list-style-type: none"> • Experience in record keeping. • Experience of understanding risk assessments. 	References
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of SEND • Demonstrate an interest in children’s activities and communications • Demonstrate an interest in child development • Demonstrate an understanding of Child Protection and Safeguarding issues. 	<ul style="list-style-type: none"> • Basic knowledge of child development. • Basic knowledge of relevant health and safety requirements in educational settings. 	Application/ Interview/ References
Disposition and attributes	<ul style="list-style-type: none"> • Trustworthy, able to respond to safeguarding needs of children and young people. • Responsible, able to work sensitively and responsibly with children and raise any safeguarding concerns. • Reliable. • High standards of communication. • Confident and calm. • Positive approach to responsibilities/role. • Enjoys being with pupils. • Flexible and adaptable, able to multitask. • Discrete. • Physically fit to undertake the duties of the role – lifting, bending, and stooping. • Is totally committed to safe working practices and to providing a safe environment for children. • Able to contribute to team work. • Able to put children at ease and listen to their concerns 	<ul style="list-style-type: none"> • Personable. • Able to communicate enthusiasm for post. 	Interview/ References