

Riverston School is a small independent school with a strong inclusive ethos, with the majority of our students granted EHCPs from the various surrounding London Local Authorities. We have children of Nursery and Pre-School age and then from Year 7 up to Sixth Form.

We are looking for a **Learning Support Assistant 1:1 for a child with an EHC Plan**, reporting to the SENDCo.

**The Role**

* To work under guidance providing support to a pupil with an Education, Health & Care Plan to enable them to access the curriculum and to develop social and communication skills within a class and group setting.
* To provide practical assistance to the teacher in meeting the educational, social and personal welfare needs of the pupil.
* To ensure a safe working environment for staff and pupils.
* To contribute to facilitating children’s access to learning, promoting inclusion, assessing and supporting achievement and monitoring progress towards individual/school objectives.

**Main Duties**

* To work with the teacher to establish an appropriate learning environment.
* To work with the teacher on lesson planning, evaluating and adjusting lesson/work plans as appropriate.
* To monitor and evaluate pupils’ responses to learning activities through observations and planned recording of achievement against learning objectives.
* To use specialist skills to support pupils’ learning.
* To assist with the development, implementation and evaluation of learning programmes and work plans.
* To prepare and assist in the preparation of the classroom, resources and equipment.
* To establish productive working relationships with pupils acting as a role model and setting high expectations
* Communicating with pupils with varying degrees of speech difficulties, using communicative system/equipment where necessary.
* To promote inclusion and acceptance of all pupils within the classroom and across the school.
* To support pupils consistently whilst recognising and responding to their individual needs.
* To encourage pupils to interact and work co-operatively with others whilst engaging in activities.
* To promote independence and employ strategies to recognise and acknowledge achievement and self-reliance
* To implement agreed learning activities and learning programmes supporting the development and consolidation of English and Maths skills across the core and wider curriculum.
* To provide feedback to pupils in relation to progress and achievement and to provide accurate, evidenced and objective feedback and reports to the teacher.
* To be responsible for keeping and updating records with the teacher and other staff, contributing to reviews as requested.
* To liaise with external agencies and follow their advice for safety, learning and therapy programmes, as appropriate.

**Welfare, Behaviour and Safeguarding**

* Meet with parents and carers as part of maintaining positive relationships and the full implementation of the School’s values and ethos.
* To promote the School’s values, positive attitudes and good pupils behaviour, dealing promptly with conflicts and incidents in line with established policy and procedures, encouraging pupils to take responsibility for their own behaviour.
* To supervise pupils on visits, trips and out-of-school activities as required.
* To support playground/breaktime/lunches and lunchtime play supervision within employed hours.
* Administer first aid as appropriate (training will be given).
* Maintain vigilance regarding Safeguarding and Child Protection.
* Be aware of and comply with policies and procedures relating to Child Protection, safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person in a timely and proactive manner.

**Health and Safety**

* To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to the class teacher/premises manager/senior leadership team.

**Professional Development**

* To attend and participate in regular meetings as appropriate
* To participate in training and other learning activities offered by the school to further knowledge.
* To carry out the above duties in accordance with the school’s Equalities Policy.

This job description sets out the duties of the post at the time it was drawn up. The postholder may be required from time-to-time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

***Salary range: Dependent on qualification and experience***

***Start Date: As soon as possible***

Candidates are requested to email Mrs Aldridge (PA to the Headmaster) at [office@riverstonschool.co.uk](mailto:office@riverstonschool.co.uk) to receive an application form or Tel: 020 8318 4327.