



HOLMEWOOD HOUSE SCHOOL

Main Job Description for 1:1 SEN Support Assistant

Line Manager: Class Teacher / Head of Learning Strategies

Responsible to: Head of Pre-Prep

Aim: To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him to make best use of the educational opportunities available to them.

Employment: Holmewood House School will be responsible for Safeguarding, assigning duties and training. The hours will be 8.00am to 3.30pm each week day during term time.

Main Responsibilities: All staff are expected to work in a partnership with parents/carers and have an eager commitment to liaise with them at every opportunity. Staff are also expected to promote the school at all times and to read school policies and handbooks and sign to say this has been done on an annual basis.

This Role: is suitable for an individual who is seeking to develop a career in education. They are likely to be positive and encouraging in their outlook and have some understanding of specific learning difficulties including dyslexia, autism and global delay. They will be empathetic and patient and be able to communicate easily with adults and young people alike. The successful applicant will require an enhanced DBS check in line with Holmewood House School's Safeguarding policies.

The post holder 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. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification :

To aid the student to learn as effectively as possible both in group situations and on his/her own by, for example:

- Establishing a good relationship with the individual pupil to facilitate their learning and pastoral care
- Checking that the pupil has understood the teacher's input and instructions.
- Breaking down tasks into smaller manageable chunks when needed, modify tasks in liaison with the teacher.
- Assist in embedding of the child's coping strategies.
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
- Liaising with class teachers, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
- Consistently and effectively implementing agreed strategies
- Helping to make appropriate resources to support the student(s)
- Meeting students' emotional needs while encouraging independence.
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self-esteem
- Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information