**Learning Assistant**

**Job Description**

**The School**

Twyford is a long-established, progressive, and forward-thinking Prep School in the village of Twyford on the outskirts of Winchester. The School is Independent, co-educational, has over 400 pupils between the ages of 2 – 13, and offers boarding for the older children on our 25-acre site. The School employs approximately 112 staff. Further details of the School may be seen on the web site at [www.twyfordschool.com](http://www.twyfordschool.com/)

**Job Purpose:** Supporting children’s learning, either individually, in small groups or in the classroom across years 3 – 8.

**Core Hours:** 8am – finish (either 4.30pm, 5.15pm or 6pm) Monday to Friday, Term time + insets

**Salary:** dependent on experience and qualifications

**Paid Holiday:** 5.6 weeks (pro-rata based on hours worked a week if part time)

**Start Date:**  As soon as possible

**Reporting Line:** The Learning Assistant will report to the Head of the Hub (SENCO).

**DUTIES AND RESPONSIBILITIES**

To work with groups of children, pairs or individuals to support learning across the curriculum either under the direction of the class teacher, SENCO or through intervention programmes while also supporting whole class during lessons where necessary/appropriate.

* Listening to children read individually
* Supervising and setting activities in after-school clubs
* Writing constructive, positive comments in the Home-School Communication Diary where appropriate
* Keeping notes on aims of and progress made in interventions.
* Assist with children who are taken ill or have an accident.
* If trained, you will also prepare, run and record ELSA sessions.
* Preparation of resources for interventions or to enable individual children to access the curriculum.
* Familiarise self with medical, SEND and needs of individual children.
* To monitor the progress of children on intervention programmes.
* Feed back to the Head of Hub (SENCO) on the effectiveness of interventions.
* Ensure teachers have relevant information on the needs and progress of individual children with whom you have been working.
* Liaise with parents when necessary.
* Attend ELSA supervision (if trained and running sessions).
* Take outdoor/playtime duties each week.
* Supervise changing rooms when younger children are getting changed for PE/games where necessary
* Attend relevant training, professional development activities and meetings in order to meet the requirements of the role as agreed with the Head of Hub.

**General expectations**

* To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the stated aims, vision and values of the School.
* To provide outstanding pastoral care for the children in the classroom and throughout the School. Appreciate the need for flexibility if other members of staff are absent.
* To participate fully as a member of the staff team in helping to provide a happy, stimulating, safe, educational environment.
* Be a member of a house and contribute to house events.
* To respect and maintain confidentiality.
* Ensure own child protection training is up-to-date
* Attend First Aid training as arranged by the School
* Support work-experience/gap students
* Be responsible for a group of children on out of school trips including awareness of mini-bus safety

**All staff are expected to:**

* Follow and promote the School’s code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
* Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
* Take an active role in ensuring the realisation of the School Development Plan
* Treat each pupil and each other as individuals with courtesy and respect.
* Take part in relevant training programmes identified by the School.
* To work in a co-operative, diplomatic and flexible manner.
* To carry out any other reasonable duties as requested by the Head of Hub or Headmaster.

**Person Specification**

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|  | **Essential** | **Desirable** | **Evidenced by** |
| **Qualifications** | Full NVQ 2 or above Teaching Assistant qualification (or equivalent qualification in a directly relevant area)  Strong academic record **including** Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). | Level 3 Diploma in Childcare in Education, or NVQ level 4, Childcare in Education, City and Guilds Advanced Certificate in Learning Support  Training relevant to education, e.g. literacy, dyslexia, ICT, maths, etc.  Good further education qualifications  First Aid qualification  Qualification in Makaton | Application and CPD record |
| **Knowledge and experience** | Experience of volunteering or working with children within EYFS, Key Stage 1 and 2  Excellent literacy and knowledge skills  Basic understanding of child development and learning | Experience of teaching and supporting children with SEN and those with challenging behaviour  Experience of running intervention programmes  Knowledge and understanding of  curriculum and assessment | Application form & interview |
| **Personal** | Enjoy working with children  Be enthusiastic, highly motivated and flexible  Good verbal communication skills  Experience of communicating effectively with parents & carers  Ability to relate well to children and adults  Ability to work well as part of a team and/or under own initiative  Have ability to adapt to a variety of situations  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to safeguard and promote the welfare of children  Have a calm approach, and an empathic nature | Enjoy working ‘in-character’  Be willing to run an afterschool club | Interview and application |

**Note:   This job description will be reviewed annually.**