BANSTEAD
PREPARATORY
SCHOOL

1:1 Support Learning Assistant

Overview

Job Purpose:

Working with the inclusion leads, supporting a child with their daily learning, helping them to access all areas of the curriculum. 1-year fixed term contract reviewed annually.

Main Duties

This job description indicates the range of duties involved; it is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

Duties/Key Responsibilities:

- Provide dedicated 1:1 support for a pupil, ensuring their individual needs are met in line with their Education, Health and Care Plan (EHCP).
- Monitor, track, and record the child's progress, providing regular feedback to the class teacher and inclusion team.
- Deliver targeted support through small group work and additional interventions, tailored to the child's learning and developmental needs.
- Guide and support the child in accessing the curriculum, promoting independence while offering appropriate assistance.
- Work closely with the class teacher to plan and adapt learning activities to suit the child's abilities and goals.
- Collaborate with external professionals to ensure a consistent and effective approach.
- Support the child's social, emotional, and behavioural development, using positive behaviour strategies.
- Help create a safe, inclusive, and engaging learning environment.
- Assist with the preparation of learning resources and activities as required.
- Maintain accurate records and contribute to review meetings and reports.
- Flexible working according to the needs of the child on any particular day, including school trips
- Give guidance and care to other pupils as required
- Perform any other task that the teacher, Line Manager or member of SLT may ask you to do

General:

- To attend relevant training and meetings as required
- To respect and ensure confidentiality is always adhered to
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with SLT
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- BPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment

Other Activities:

- To carry out any other duties reasonably requested by the Line Manager

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of SLT

Person Specification	
Qualifications	
GCSE Maths and English grade 5 or equivalent and above	Essential
Relevant childcare or education qualification (e.g., Level 2 or Level 3 Teaching Assistant qualification or equivalent).	Essential
Training or certification in Special Educational Needs (SEN)	Desirable
Additional training in Autism Spectrum Condition (ASC) support	Desirable
Childcare qualification	Desirable
Experience	
Proven ability to support children on a 1:1 basis and within small group settings.	Desirable
Experience working with children with Autism Spectrum Condition (ASC)	Desirable
Experience supporting pupils with speech and language needs, including implementing strategies from speech and language therapists	Desirable
Proven ability to support children on a 1:1 basis and within small group settings.	Desirable
Experience delivering targeted interventions and following programmes in line with an EHCP.	Desirable
Experience managing and supporting a range of social, emotional, and behavioural needs.	Desirable

Personal Attributes

- Positive and proactive attitude, with the ability to remain calm and solution-focused.
- Skilled at turning challenging situations into positive learning opportunities.
- Dynamic and adaptable thinker, able to respond effectively to changing needs.
- Creative in approach, using innovative strategies to engage and support the child.
- Flexible and responsive, with the ability to adjust approaches to suit individual needs and circumstances.
- Patient, empathetic, and nurturing, with a genuine commitment to supporting children's development.
- Strong communication and interpersonal skills.
- Ability to work both independently and as part of a team.
- Resilient and reflective, with a willingness to learn and develop professionally.
- A commitment to safeguarding and promoting the welfare of children and young people
- High levels of personal and professional integrity
- Committed to the School's ethos and to representing the strategic vision for the School

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.