



## Job Description

**Job Title** : Teaching Assistant (Learning Support)  
**Responsible to** : Head of Learning Support  
**Department** : Learning Support  
**Last reviewed** : June 2022

### Job Outline and Purpose:

The purpose of this role is to promote the learning and welfare of students by providing practical and learning support for students within the Learning Support Department. The purpose of this role will be defined by the Head of Learning Support but will likely involve observation of pupils in and outside of the classroom, adjusting work samples to suit their needs, thereby supporting them to succeed on their main programmes of study. It is also expected that the post holder will work seamlessly with the Learning Support Department to ensure that all appropriate support is communicated in good time and with the right level of detail. This is an important role that will significantly grow the specialist Dyslexia and SEND support at Haileybury.

### Duties:

- To work alongside the Learning Support team in order to support interventions with students who require additional mentoring to achieve.
- To communicate, on an ongoing basis, with the Head of Learning Support and the wider teaching staff regarding specific needs and support of individual pupils.
- Contribute to the general functioning of the Learner Support Team as appropriate. This may include whole group, small group and 1:1 support. Use a range of learning strategies appropriate to the needs of the learners and regularly review and adapt materials in response to both internal and external factors such as learner feedback and new research.
- Maintain contact with parents/guardians, employers, education providers and other agencies as appropriate

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

### Person Specification

#### Experience

- Experience of working under the SEN code of Practice with pupils desirable
- Experience of teaching and supporting students with Specific Learning Difficulties and Visual Impairments desirable but not essential

## **Skills**

- Work with individuals, or small groups to assist in the delivery of the planned curriculum
- Provide support and assistance for children's pastoral needs (e.g. promoting self-esteem, and overall well-being of each pupil)
- Knowledge of how to support students with SEND of all levels and needs including those with a Visual Impairment
- Dedicated individual who is committed to the role
- Excellent verbal, written communication and IT skills
- Willingness to undertake training and development relating to the role including working with outside agencies and the Visually Impaired
- A hard working and flexible attitude with a passion for working with children.
- The ability to work as part of a team.
- The ability to be creative and use initiative to engage children.
- The ability to work under pressure, with enthusiasm, motivation and commitment.

## **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

## **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

## **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

## **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.