



# LEARNING SUPPORT ASSISTANT

## Quinton Hall School

(John Lyon's Prep School)

### JOB DESCRIPTION

## ABOUT QUINTON HALL

Quinton Hall School is a thriving IAPS co-educational Preparatory School dedicated to the education of boys and girls between the ages of 2½ and 11 years.

Children enjoy a broad and inclusive education, firmly centred on the core values of respect, integrity, determination and humility. With an emphasis on achievement, we believe in setting high expectations, leading by example and creating a secure, positive and inspiring learning environment where our pupils can feel challenged and supported to aim high and develop their individual talents.

The school has undergone exciting changes as it has become part of the John Lyon School and John Lyon's Foundation. We are now an all-through 2 ½ to 18 school that supports and educates children from all backgrounds and abilities. The school is looking to further develop having gained a double excellent in its last inspection and with the new merger there will be many exciting opportunities ahead.

## THE DEPARTMENT

The SEND department is housed in its own block which was refurbished in 2021 to include an intervention room and office. The SENDCo runs all aspects of SEND from Nursery to Year 6 and has a small team who provide intervention in and out of class. Intervention is offered throughout the day and excellent resources are provided for the SEND department to perform their duties well.

# PRINCIPAL RESPONSIBILITIES

- Provide effective in-class support to children with perceived learning support needs, as directed by the SENDCo
- Support the SENDCo to plan, prepare and deliver learning activities for individuals or small groups
- To assist in the preparation of learning materials and resources for lessons and displays around the School.
- Keep up to date records in accordance with School policy, following guidelines on marking and assessment
- Attend pupil progress meetings to discuss strategies and next steps to ensure all children are making progress, particularly those with SEND, EAL, learning support and high attaining children.
- Provide administrative support for the SENDCo.
- Maintain a well organised, pupil friendly and interactive learning environment
- Attend events as deemed part of the annual cycle of the School year, e.g. parents' evenings
- Attend such after-school meetings as the Headmaster might consider necessary for the efficient running of the School
- Build good relationships with pupils and parents following the School's open-door policy
- Undertake break/lunch supervision duties as required
- Assist with running the after-school and lunchtime intervention clubs

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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## PERSON SPECIFICATION

In making an appointment at the Quanton Hall School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; KNOWLEDGE</b>		
Educated to at least GCSE level or equivalent	X	
Qualifications or experience in SEND Teaching including dyslexia, dyspraxia, ADHD and/or ASD training	X	
Some understanding of the importance of Health & Safety and Food Hygiene in the workplace		X
Paediatric First Aid certificate		X
Health & Safety certificate		X
<b>SKILLS &amp; EXPERIENCE</b>		
Experience working with children aged 4-11 in a voluntary or paid capacity	X	
Enthusiasm for working with children and young people	X	
Ability to provide high quality childcare	X	
Interest in the care, learning and development of young children	X	
Excellent communication skills, with children, colleagues, advisors and parents/carers.	X	
Demonstrable patience in working with children	X	
Ability to consult with children	X	
A positive approach to inclusive practice with children, parents/carers and colleagues	X	
Good organisational and planning skills	X	
A flexible, adaptable approach	X	
Interest in continuous professional development	X	
Creativity to devise new ideas and engage the children in activities	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.