



Job Title: 1:1 Learning Support Assistant / General Teaching Assistant Duties

We are seeking to appoint an enthusiastic LSA to join our established SEND department working 1:1 with a child in KS3.

Responsible to: SENDCo / Headmaster

Fixed Term Contract Term Time Only: Full-time hours Monday - Saturday 8.30am-5.30pm.

Start: Immediate

The Elms

The Elms is a wonderful co-educational prep school situated on the Herefordshire/Worcestershire border. We are nestled in the foothills of the Malvern Hills in 45 acres of rural tranquillity, in the village of Colwall, which is 10 minutes from Ledbury or Malvern. We have our own working farm, with cattle, sheep, pigs, goats, poultry, and horses, all of which are part of the teaching and learning curriculum.

The Elms was founded in 1614, making us the oldest prep school in England still situated on its original site. We are an IAPS boarding and day school and pride ourselves on achieving excellent results and well-rounded children.

Key Responsibilities

We recognise the teachers at The Elms are responsible for meeting additional learning needs and the progress of all pupils in their classes. Our LSAs have a different, but distinct, complementary role and contribution in helping our pupils become confident, competent, independent and successful learners.

It is the responsibility of the SENDCo to ensure LSAs support the work of teachers and the school.

Role

Work closely and build a strong relationship with the child, their family and other professionals to develop a thorough understanding of the child's individual needs.

Implement planned learning activities/teaching programmes as agreed with the SENDCo and teacher, adjusting activities according to pupil's individual targets.

Use a range of methods to help the child access the curriculum, understand what is required in a lesson and develop confidence and engagement in their learning.

Liaise with outside agencies with the support of the SENDCo and implement suggested strategies in class.

Ensure that all teachers are familiar with the child's needs and most effective support strategies to use in the classroom.

Support the teacher in monitoring, assessing and recording pupil progress.

Offer support and regular feedback to the family.

Support the child on school trips and outings as appropriate.

Attend meetings in school as necessary.

Fulfil a range of administrative tasks associated with the post e.g. record keeping.

School responsibilities

LSAs, like all adults working at The Elms, have a responsibility to ensure the safeguarding of all children. This includes reporting any pastoral concerns in line with the school's policy and procedures using the school's systems.

Duties not identified by the Headmaster or not related to the timetabled support include termly INSET days.

Person Specification

- Experience of working with children with SEND (essential).
- Excellent team player.
- Excellent communication and interpersonal skills.
- Positive and solution-focused.
- Able to handle sensitive information and understand the importance of confidentiality.
- Accurate record keeping.
- Good sense of humour.

The successful candidate will need to be a conscientious and caring professional, able to form excellent relationships with pupils, parents and colleagues. A willingness to get involved in the wider community of school, including attending events, and attending school functions, as necessary, would be advantageous and welcomed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be expected to provide proof of right to work in the UK and offers will be subject to satisfactory references and a DBS check.