

SEN Learning Support Assistant

Job Description

EIFA is an independent, bilingual school in Marylebone. We are looking to engage an experienced and enthusiastic, self-employed SEN Learning Support Assistant to work on a one-to-one basis with one of our pupils.

Overall Aim

The main purpose of this role is to offer daily in class learning and emotional support (average 4 hours/day) for a pupil with special educational needs. In this role you will be working closely with EIFA School and the parents to ensure the educational needs are met.

EIFA promotes a positive, professional working atmosphere that encourages co-operation and values the contribution that individuals make to the success of the School. The successful candidate will be expected to adhere to these values.

It is essential that candidates for this role have a good understanding of the French language and have had experience in a similar/relevant role, working with pupils or an individual child with specific needs.

Overall Objectives

- To provide support and adequate tools for teaching one pupil with special educational needs. Ensuring that the pupil can integrate as fully as possible in the activities generally undertaken by the other pupils in the class and make progress.
- Duties will include using specific programmes to assist the pupil's individual learning and social needs in order to follow class activities, as per their learning support plan.

Specific Duties

- To develop an understanding of the special educational needs of the pupil concerned. Take into account the pupil's special needs to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials. Ensuring the pupil is able to use equipment and materials provided.
- To build and maintain successful relationships with the pupil, school staff and parents, treat them with respect and consideration at all times.

- To monitor the social, emotional and physical wellbeing of the pupil, and implement programmes and interventions as set in their learning support plan.
- To aid the pupil to learn as effectively as possible both in group situations and on his own by clarifying and explaining instructions.
- Motivating and encouraging the pupil, as required, by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher/parents to achieve the intended learning outcomes.
- To provide regular feedback on the pupil's learning to teachers and SENCo.
- To know and apply school policies on Safeguarding, Child Protection, Health and Safety, Behaviour, Teaching and Learning and Equal Opportunities.
- Ensure all interactions with the pupil are professional, appropriate, and always in line with safeguarding expectations.
- Complete mandatory safeguarding and child protection training as required by the school.
- To contribute towards reviews of the pupil's progress as appropriate.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To accompany teachers and the pupil on educational visits when applicable.
- To attend team meetings to discuss the pupil's needs and profile.
- To use and update the pupil's learning plan in collaboration with the school team and parents.

Other Responsibilities

- Take part in, and contribute to, personal development activities offered in the School.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

- Be responsible for own tax, National Insurance contributions, and any professional insurance required for self-employed practice.
- Ensure timely invoicing and accurate recording of hours worked in line with agreed contractual arrangements.