



# Shrewsbury School

## **JOB DESCRIPTION and PERSON SPECIFICATION**

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### **Learning Support Assistant (1:1)**

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<b>Section:</b>	Academic Staff	<b>Salary Range:</b>	LSA Pay Scale
<b>Responsible to:</b>	Head of Learning Support	<b>Status of position:</b>	Fixed Term

#### **MAIN PURPOSE OF ROLE**

We are seeking a qualified and empathetic Learning Support Assistant to provide one-to-one support for a student with ADHD. The successful candidate will work closely with teaching staff and the Learning Support team to help the student thrive academically, socially, and emotionally within a boarding school environment.

#### **LEVEL OF POSITION**

The post holder reports to the Head of Learning Support, who will provide day-to-day line management including appraisal, training & development and is also responsible for providing a safe working environment, in accordance with Health & Safety legislation.

#### **DUTIES AND RESPONSIBILITIES**

*These duties are illustrative. Shrewsbury School reserves the right to alter the content of this job description, after consultation and consistent with the level of responsibility of this role, to reflect the school's changing demands.*

#### **Classroom Support**

- Help the student maintain focus and stay on task during lessons.
- To develop students' abilities to allow them further independence and to challenge and motivate them to attain agreed upon targets.
- Explain instructions and tasks clearly, breaking them into manageable steps.
- Support organisation skills, including note-taking and resource management.
- Work collaboratively with teaching staff to foster understanding and creating a positive learning environment that is inclusive of all students.
- Support teaching staff with appropriate contributions for student reviews to ensure they are inclusive of individual SEN requirements.

### **Academic Support:**

- Support the student with homework planning and self-completion.
- Monitor progress and help meet deadlines.
- Encourage independence in learning while providing appropriate scaffolding.
- Use a creative approach to motivate, inspire and challenge students on a one-to-one basis, within a small group, to develop peer on peer interactions and within a classroom environment in a co-curricular setting.

### **Behavioural & Emotional Support**

- Reduce impulsive or spontaneous behaviours through positive strategies.
- Provide social-emotional guidance and facilitate positive peer interactions.
- Build self-esteem and confidence through encouragement and structured support.

### **Skill Development**

- Foster executive functioning skills (planning, prioritising, time management).
- Support the development of coping strategies for stress and anxiety.

### **Essential Qualifications & Experience**

- Relevant qualification in education or special educational needs (SEN).
- Proven experience supporting students with ADHD and social communication difficulties, preferably in a school setting.
- Strong understanding of how these challenges present in an academic and social setting, including masking and social nuances.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with teachers, parents, and pastoral staff.

### **Personal Attributes**

- Empathetic and patient, with a genuine commitment to inclusion.
- Highly organised and proactive in problem-solving.
- Flexible and adaptable to the needs of a boarding school environment.
- Ability to act as a role model for young people
- Interest in developing skills and knowledge

### **Miscellaneous**

- Attend relevant department meetings
- Attend relevant Team Around the Child (TAC) Meetings as required.
- Ensure appropriate notes and records are maintained

### **CONTACTS**

In all contacts the successful applicant will be required to present a good image of Shrewsbury and its family of schools as well as build and maintain constructive relationships.

## 1. TERMS AND CONDITIONS

- ❖ **Salary:** Competitive salary to be discussed with successful candidate.
- ❖ **Hours:** This is a Fixed Term part-time position (circa 30 – 35 hour per work, depending of the timetable of the pupil) working term-time only. The successful person must be able to show a degree of flexibility in working hours in order to support the student in line with their timetable. Pupils have timetabled lessons Monday through Saturday.
- ❖ **Holidays:** The postholder is entitled to the paid statutory holiday entitlement under the Working Times Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 5%, employer 7.5%) subject to auto-enrolment regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **DBS Certificate:** The successful candidate will be expected to have an up-to-date DBS Certificate.
- ❖ **Other Benefits:**
  - Lunch is available daily at Kingsland Hall when the kitchens are operational.
  - Use of the school sports and leisure facilities, when not otherwise being used.



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## Person Specification Learning Support Assistant

*A = Application form D = Documents I = Interview P = Presentation T = Test/Exercise*

<u>Description</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method used</u>
<b>Qualifications &amp; knowledge</b>			
NVQ Level 2 / 3 or equivalent of	✓		A / D
Good understanding of ADHD and associated neurodevelopmental disorders	✓		A / I
Good IT skills	✓		A / D / I
Safeguarding training or experience desirable		✓	A / D
<b>Work Experience</b>			
Experience working in a boarding school environment		✓	A
Experience working in a school environment	✓		A
Ability to support a pupil with ADHD on a 121 basis	✓		A / I
Ability to work collaboratively with key stakeholders across the school	✓		I
<b>Personal Attributes</b>			
Ability to build effective relationships with pupils to deliver appropriate support	✓		I / T
High level of confidentiality	✓		A / I
Excellent interpersonal, communication and time management skills.	✓		A / I
Flexibility to meet the needs of the pupil and the school	✓		I
Willingness to participate fully in school life		✓	I