



JOB DESCRIPTION

1:1 SEND Teaching Partner and Lunchtime Support Assistant

Grade: Teaching Partner – Grade 3 or 5 depending on qualification. Lunchtime Support – Grade 2

Hours: Teaching Partner – 27.5 hours per week. Lunchtime Support – 2.5 hours per week.

Responsible to: Headteacher

Liaises with: SENCo, Class Teachers, Teaching Partners, Parents/Carers, SEND Professionals and External Agencies

Job Purpose

To provide dedicated support for a named pupil with additional needs, enabling them to access learning, participate fully in school life and make progress academically, socially and emotionally.

The postholder will provide support during lessons, transition times, breaktimes and lunchtime, implementing strategies identified through the pupil's Education, Health and Care Plan (EHCP), Provision Map and advice from relevant professionals.

Key Responsibilities

Supporting Learning

- Support the named pupil to access learning activities within the classroom and wider school environment.
- Gain an in-depth understanding of the pupils' barriers and needs as set out in their EHCP.
- Ensure requirements set out in section F of the EHCP are delivered.
- Build positive relationships with the pupil and their family and follows communications expectations as determined by the SENDco
- Adapt and reinforce teacher instructions to promote understanding and engagement.
- Encourage independence while providing appropriate levels of support.
- Support the development of communication, social interaction and emotional regulation skills.
- Implement agreed learning, behaviour and intervention programmes under the guidance of the Class Teacher and SENCo.
- Use visual supports, personalised resources and other strategies to help overcome barriers to learning.
- Promote high standards of behaviour and positive relationships in line with the school's Behaviour Policy.
- Support the pupil's participation in educational visits, enrichment activities and school events.



Beech Green Primary School

Respect Achieve Belong

Supporting Teaching

- Work closely with the Class Teacher and SENCo to plan and deliver appropriate support.
- Observe, monitor and record progress against identified targets.
- Provide regular feedback regarding learning, behaviour, wellbeing and engagement.
- Contribute to reviews of EHCP targets and support plans.
- Assist with the preparation and organisation of resources and learning activities.
- Maintain accurate records and contribute to school monitoring systems where required.
- Attend meetings and training relevant to the pupil's needs.

Personal Care and Medical Support

Where required and following appropriate training:

- Support personal care, hygiene and toileting needs whilst maintaining dignity and independence.
- Support pupils with medical needs in accordance with Individual Healthcare Plans.
- Follow moving and handling procedures where applicable.
- Report concerns regarding health, safety or wellbeing promptly.

Lunchtime Support Duties

- Provide direct supervision and support for the named pupil during lunchtime.
- Facilitate safe and positive play opportunities.
- Ensure the pupil remains safe and follows school expectations at all times.
- Report any incidents, concerns or accidents in line with school procedures.

Safeguarding and Welfare

- Promote and safeguard the welfare of children at all times.
- Follow all safeguarding and child protection procedures.
- Maintain confidentiality and professional boundaries.
- Immediately report safeguarding concerns to the Designated Safeguarding Lead.

General Responsibilities

- Work in accordance with all school policies.
- Participate fully in performance management and professional development activities.
- Attend relevant training including safeguarding, behaviour support, medical training and first aid where required.
- Undertake any reasonable duties commensurate with the grade and responsibilities of the post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
GCSE English and Maths (Grade 4/C or above) or equivalent	✓	
Experience of working with primary-aged children	✓	
Experience supporting children with SEND	✓	
Understanding of EHCPs and SEND practice	✓	
Experience of 1:1 support work		✓
Experience of supporting pupils with Autism, ADHD, Speech & Language or SEMH needs		✓
Understanding of safeguarding responsibilities	✓	
Ability to build positive relationships with children	✓	
Ability to remain calm and patient under pressure	✓	
Good communication skills with staff and parents	✓	
Ability to work as part of a team	✓	
Ability to maintain professional confidentiality	✓	
Ability to promote independence and self-esteem	✓	

Personal Qualities

The successful candidate will demonstrate:

- A caring, nurturing and patient approach.
- Commitment to inclusion and equality of opportunity.
- Resilience and flexibility.
- Professionalism and reliability.
- Good organisational skills.
- A commitment to safeguarding and promoting the welfare of children.
- A willingness to undertake appropriate training and development.