

## **SEN 1:1 Assistant / AESH**

### **Job Description**

We are looking to recruit a SEN Assistant/AESH to work on a one-to-one basis with a pupil with special educational needs.

#### **Overall Aim**

The main purpose of this role is to offer approximately thirty-five hours per week (7h/day) of in class learning support and general care for a five-year-old, female pupil with specific learning needs. In this role you will be working closely, in conjunction with the parents and EIFA School, to look after all of the needs of the pupil both in and outside of the classroom. EIFA is an independent, bilingual school in Marylebone, London. The candidate will be employed directly by the family.

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 children or an individual child with specific learning needs.

#### **Overall Objectives**

- To provide support and adequate tools for assisting and teaching one pupil with special educational needs. Ensuring that the pupil can integrate safely and as fully as possible in the activities generally undertaken by the other children 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 and daily tasks.

#### **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 ensure the pupil's safety at all times.
- To support with gross and fine motor skills activities.
- 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 safety, social, emotional and physical wellbeing of the pupil.

- To support and supervise toilet training, meal times, educational games, sports, crafts and other practical activities.
- To aid the pupil to learn as effectively as possible both in group situations and on his own by clarifying and explaining instructions by using different communication methods based on the pupil's needs (e.g. pictorial representations).
- To motivate and encourage the pupil, as required, by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs.
- To 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 the teacher.
- To know and apply school policies on Safeguarding, Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, etc.
- 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 the teacher and pupil on educational visits.
- 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

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

### Personal and professional conduct

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