



# Chawson Community First School

## Job Description:

### Grade 1 Teaching Assistant- 1:1

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Name of Teaching Assistant:

Date: September 2022

Job title: Grade 1 Teaching assistant- 1:1

Responsible to: Headteacher, Class Teacher, SEN Co

Point Range: Grade 1

#### Job Purpose:

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and developmental needs of the identified pupil, including delivering tasks, recording and feedback to class teacher. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

- 1 To aid the pupil to learn as effectively as possible both in group situations and on his/her own across the curriculum by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual My Plans, contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies- following whole school policy and individual strategies within a support plan.
  - Helping to make appropriate resources to support the pupil

To establish supportive relationships with the pupil concerned.

To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.

Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.

To mark pupils' work under the direction of the class teacher.

When possible as directed by the teacher and without having a negative impact on your individual child, help the teacher with tasks, including working with other children, hearing children read, preparing class resources.

To support the pupil in developing social skills both in and out of the classroom.

To promote appropriate independence skills for your child.

To support the use of ICT in learning activities and with specific programmes to support learning.

To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.

Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.

When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.

To assist at an appropriate level with the provision of general care and welfare of children including:

- (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
- (ii) the changing of soiled clothing including its disposal in the appropriate way;
- (iii) assisting with children's injuries and where qualified, administering basic first aid;
- (iv) to assist with the identification and monitoring of children's general health and welfare.

Where appropriate, to know and apply positive handling techniques if training has been given.

To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.

Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.

To be aware of confidential issues linked to home/pupil/teacher/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 take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.

To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.

To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.

To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

Any other tasks as directed by a member of the Senior Leadership Team which fall within the purview of the post.

**Notes:**

a) This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed about may be subject to reasonable change from time to time following consultation between the post holder and the Head Teacher.

b) Under this contract, the post holder can be asked to undertake general Grade 1 duties as a result of staff reorganisation or changes in pupil needs.

Issued By ..... Date .....

Received by ..... Date .....