

Holywell C of E Primary School

Job description: 1:1 teaching assistant

Holywell school is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Level 2

Hours: 18.75

Contract type: Named Child

Reporting to: SENCO

Main purpose

To provide learning and care support for a pupil with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupil with routines, transitions and behaviour management.

Duties and responsibilities

Supporting pupils

- › Build positive relationships with pupils, promoting high self-esteem and independence
- › Adapt communication style to respond to pupils according to their individual needs
- › Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- › Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- › Assist with the development and delivery of individual education and support plans

Teaching and learning

- › Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use ICT skills to advance pupils' learning
- › Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Monitor, record and report on progress and attainment
- › Contribute to the overall ethos, aims and work of the school

Working with staff, parents/carers and relevant professionals

- › Share knowledge and understanding of pupil to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › Communicate effectively with parents and carers under the direction of teachers
- › Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2024

Next review date: July 2025

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
