



JOB DESCRIPTION

1:1 Teaching Assistant

Job Number:	PL005
Directorate:	Children and Young People
Service:	Catcott Primary School
Job Title:	Inclusion Teaching Assistant (1:1)
Reports To:	SENDCO

MAIN PURPOSE OF THE JOB:

To provide support for a pupil with additional needs in order that they can engage with their learning and enjoy success in all areas of school life.

In addition to this focus, the successful candidate will also provide support for other members of the class and school community. This role will necessitate access to sensitive and confidential records and information. It is essential that all matters relating to school and the children are kept confidential. Breaches of confidentiality will result in disciplinary action or dismissal.

MAIN RESPONSIBILITIES AND DUTIES:

Support the teaching and learning processes.

Typically the job will include all, or most of the following elements:

Under the guidance and direction of the teacher:

- ✓ Develop, maintain and apply knowledge and understanding of pupils' learning needs. Ensure that support is given to them at an appropriate level.
- ✓ Learning support is delivered individually and in groups through a range of tasks, mainly:
 - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
 - Focus support in areas needing improvement, both academic and social.
 - Work with and support pupils to ensure they can use technology and other specialist equipment to enhance their learning.
 - Motivate and encourage pupils to concentrate on and fulfil the tasks
 - Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
 - Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
 - Contribute to the assessment of pupils' learning.
 - Contribute to the implementation of the National Curriculum and specific individual pupil targets

Links between home and school are very important in the support of pupils. The successful candidate will need to be able to quickly forge effective relationships, giving feedback to parents and discussing successes and challenges in the day.

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

Typically the job will include all, or most of the following elements:

- Supervise pupils in playgrounds and when entering and leaving
- Assist in the supervision of assessment tasks and tests as directed.
- Assist/monitor pupils eating, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment.

Supporting Processes

- On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- Creativity and innovation are needed to meet the special education and care needs of individual pupils, such as those with some physical disability, some emotional difficulties, occasional exhibitions of challenging behaviour.

Decision Making

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is readily available from teaching staff and more complex decisions will be taken in consultation with the teacher and, as appropriate SENDCO.
- On occasions there will be a need to make immediate decisions, without initial referral to teachers, in relation to immediate care and safety of pupils with special educational or personal needs

Physical Effort and Working Conditions:

- A normal school environment, although the post holder may be involved in external school activities, such as swimming and educational visits.
- Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities

Contacts and Relationships:

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.
- Contact with families and other agency staff to provide support for pupils, such as giving feedback on pupils' progress. Such communications can be of a delicate nature depending on a pupils particular needs.

Additional information:

- Total confidentiality is required. Information about children or adults at the school must never be passed on at any time.
- Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action.

Knowledge, Skills and Experience

- A nurturing nature is essential.
- Preferred level of education equivalent to 5 A-C GCSE's.
- Experience of working with children in a school environment.
- Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher, kind and a positive attitude.
- Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques and action direction from a Teacher.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder		Date	
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Line Manager	Deputy Headteacher Hannah Lintern	Date	
Designated Manager	Senior Headteacher Laura Constanza	Date	

JE Primary Matrix (10/06/19)

PL005	Teaching Assistant	15	<p>Under the specific guidance and direction of the teacher:</p> <ol style="list-style-type: none"> 1. Deliver learning support individually and in groups through a range of tasks, for example: <ul style="list-style-type: none"> - Supporting literacy and numeracy tasks, clarifying and explaining instructions - Focusing support in areas needing improvement, both academic and social - Supporting pupils to use ICT and other equipment to enhance learning - Motivating and encouraging pupils to concentrate and to fulfill tasks 2. Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum. 3. Promote and reinforce pupils' self-esteem, appropriate behavior and levels of effort. 4. Assist teaching staff in the development of learning strategies by the preparation of resources and maintaining a safe and suitable learning environment. <p>To provide care and supervision of pupils within the classroom, within the school and, where appropriate, outside the school. There will be a requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, or who exhibit occasional behavioral problems.</p>
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