**1:1 TEACHING ASSISTANT JOB DESCRIPTION**

**Job title:** Teaching Assistant – 1:1 support for a child with additional needs

**Salary:** NJC Support Staff Pay scales D-4 £23,114.00 FTE pro rata

**Hours:** 18.75 hours (11.30am - 3.30pm daily) Monday – Friday term time only (15 min daily break)

**Contract type:** Fixed term until 31/08/2025

**Reporting to:** Head of School

**MAIN PURPOSE:**

* Working with and supporting a child with special educational needs
* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to a pupil, so they can access the curriculum, take part in learning and experience a sense of achievement

DUTIES & RESPONSIBILITIES

**TEACHING & LEARNING:**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of a pupil with a special educational need (SEND)
* Help to prepare, with the help of the class teacher & deliver assigned programmes of teaching and learning activities to an individual pupil, modifying as necessary under the overall direction of the class teacher
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Assess, record & report on development, progress and attainment
* Observe pupil performance and pass observations on to the class teacher
* Assess the needs of a pupil and use detailed knowledge and specialist skills to support their learning
* Support pupil in social & emotional well-being, reporting problems to the teacher as appropriate
* Use ICT skills to advance pupils’ learning
* Support the role of parents in pupil learning and contribute to meetings to provide constructive feedback on progress and achievement
* Develop positive relationships and liaise with staff, pupils, parents and other agencies
* Undertake any other relevant duties given by the class teacher

PLANNING:

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons
* Help to prepare the classroom / work space of the pupil for lessons
* Use any allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how they will support the inclusion of pupils in the learning activities

WORKING WITH COLLEAGUES & OTHER PROFESSIONALS:

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Liaise with/inform the SENco in relation to interventions and child specific support

WHOLE SCHOOL ORGANISATION & DEVELOPMENT:

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

HEALTH & SAFETY:

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Look after children who are upset or have had accidents

PROFESSIONAL DEVELOPMENT/CPD:

* 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

PERSONAL & PROFESSIONAL CONDUCT

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that 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 TA will carry out. The TA may be required to do other duties appropriate to the level of the role, as directed by the Head of School or Class Teacher.