

Job Description – Dartford Primary Academy

Job Title: 1:1 Teaching Assistant

Responsible to: SENCO/Class Teacher

Job Purpose: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available.

- To aid the pupils to learn as effectively as possible both in group situations and individually by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupils are 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 pupils to concentrate and stay on task
 - Liaising with the class teacher, SENCO and other professionals about personalised plans and provision 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
 - Helping to make appropriate resources to support the pupils
- To establish supportive relationships with the pupils concerned
- To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupils' 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 pupils' efforts and develop self-reliance and self-esteem
- To mark pupils' work under the direction of the class teacher
- To support the pupils in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning
- To provide regular feedback on the pupils' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher/SENCO, 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 know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- 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 accompany teachers and pupils on educational visits
- To provide individual support, as required, during any examination sessions

It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Principal, Vice Principal, Class Teacher, and SENCO.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.