



Langham CE Primary School

Burley Road

Langham

Oakham

Rutland

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Headteacher: Mrs D Rowland

Chief Executive Officer: Mr R Gooding

Job Title	1:1 Teaching Assistant
Responsible to	Head of School/SENDCo/Class Teacher
Salary	Scale 4 or 5 (depending on experience) – FTC until end Aug 2024

Main purpose of the post

Supporting a child with additional needs to be successful in school. Needs an ability to be confident and firm but with a fair approach.

Additionally to undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To foster the participation of pupils in the social and academic processes of the school, enabling pupils to become more independent learners and to help raise the standards of achievement for all pupils. To maintain complete confidentiality on all school matters. To ensure safeguarding policy and practice is adhered to and maintained at all times.

National Standards for teaching assistants

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is 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 acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

Teaching assistants are expected to:

- 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 all pupils including, where appropriate, those with special educational needs and disabilities.
- 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.
- 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.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- 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 responsibility to share knowledge to inform planning and decision making.

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- 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.

Main Tasks

1. Provide pupils with the level and type of support specified by the teacher/SENDCo, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
2. Establish and maintain a good relationship with pupils.
3. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
4. To undertake playground supervision
5. To supervise the children's play involving toys and apparatus and role play under the direction of the teacher.
6. To assist in the recording of observations, lessons and assessment as required by the teacher(s).
7. To support the use of ICT in the classroom and to help promote e-safety at all times.
8. To assist in the maintenance of a safe environment for pupils and staff.
9. To assist in the presentation of display materials.
10. To assist with supervision during sports activities, for example, using apparatus under the direction of the teacher(s).
11. To assist with the development and implementation of provision maps.
12. To work with individuals/small groups in or out of the classroom and take responsibility for their learning.
13. To liaise regularly with the teacher/SENDCo and/or take part in planning meetings, inset days and any other meetings as required.
14. To take part in training activities offered by the school and the county to further knowledge
15. To abide by and work towards all the policies within the school e.g. Health and Safety.
16. To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
17. To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Signed..... Date.....