HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title: **1:1 Teaching Assistant – Level 2 - Primary Academy**

Post Holder

Responsible to: **Principal**

Pay scale: NJC Scale Point 3 - 4

Working Hours: 30 hours per week, 39 weeks per year

Working Pattern: Monday to Friday 8.45am to 3.15pm
(½ hour unpaid lunch break each day)

Job Purpose:-

To support to teachers to enable all pupils to achieve their full potential by:-

- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the trust academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils
- delivering the foundation curriculum
- assisting with day to day requirements of individual children with special needs
- assisting with learning activities and other specified requirements linked to the social development and welfare activities of pupils
- using appropriate strategies to manage and support groups or individual pupils with complex educational, health and/or social needs and respond positively to a range of sometimes unpredictable behaviours which may be aggressive or emotionally disturbing.

Key Features:-

- Jobs comprise a sequence of tasks that form standardised work routines
- Some may have a more specialist role that will typically cover a deeper knowledge of a narrower range of circumstances
- May provide informal assistance to less experienced colleagues
- Works under instruction / guidance enabling access to learning including special educational needs
- Jobs require a normal level of courtesy and effectiveness in dealing with other people. Should be able to ask questions, seek clarification and exchange information using tact and diplomacy
- May provide straightforward clerical support to teacher or organisation
- May contribute at an individual level to monitoring team resource levels and providing simple information

- Likely to interact with colleagues, pupils, parents, carers and educational professionals

Main Duties:-

1. Provide personal and welfare care

- Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes including toileting, hygiene and feeding/meal times, to help with development of social skills and to ensure that the trust academy's health, safety and behaviour policies are maintained.
- Carry out medical procedures (eg catheterisation and gastrostomy feeding) in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with the trust academy's practices and policies.
- Deal with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
- To care for a sick or injured child accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.

2. Supporting Pupils in the Learning Environment

- Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, ICT)*
- Assist with the supervision of pupils and planning of activities out of lesson times to enhance service delivery *(eg at lunchtimes, before and after school*) to enhance service delivery and encourage structured and positive play.
- May assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment.

3. Providing Clerical and other support to service users

- Provide clerical and other support to meet service delivery requirements *(for example photocopying, typing, filing, money, administering coursework)*
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum

4. Preparing and maintaining the classroom environment and resources

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum
- Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum

5. Working with People to develop the team and build professional relationships

- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives

- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the trust academy

6. Dealing with Behaviour issues

- Observe/use awareness of behaviour, knowledge of different behaviour management and communication strategies and adapt existing strategies/methods as necessary to deal with disruption by pupils in class.
- Where required and suitably trained use appropriate physical restraint techniques in accordance with relevant policies and procedures

7. Monitoring levels and ordering of resources

- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

8. Reviewing pupils' performance

- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development

General:-

- Participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academies.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signed by Post Holder _____

Date _____

Signed on behalf of the Academy _____

Date _____