

## Job Description & Person Specification

<b>Job Title:</b>	<b>1:1 Teaching Assistant SEND</b>
<b>Location:</b>	<b>Cromwell Academy</b>
<b>Reports to:</b>	<b>Class Teacher &amp; Headteacher</b>

### Purpose

To assist in promoting the learning and personal development of a pupil to enable them to make best use of the educational opportunities available to them.

### Main Responsibilities

- To aid the pupil to learn as effectively as possible both in group and individual situations, for example:
  - Clarifying and explaining instructions;
  - Motivating and encouraging the pupil by providing levels of individual attention, reassurance and help with learning tasks as appropriate to their needs;
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task;
  - Liaising with class teachers and other professionals about Assess Plan Do Review (APDR) cycles, contributing to the planning and delivery as appropriate;
  - Providing additional nurture when required,
  - Consistently and effectively implementing agreed behaviour management strategies,
  - Helping to make appropriate resources to support the pupil.
- To establish a supportive relationship with the student.
- Monitor responses 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 pupil's efforts and develop self-reliance and self-esteem.
- To support 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 support playground/break time activity.
- To provide regular feedback on learning and behaviour to the teacher.
- Under the direction of the teacher, carry out and report on systematic observations to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.

### **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing individual plans for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events


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. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT)

Date.....



 <b>Cromwell Academy Person Specification: 1:1 Teaching Assistant SEND</b>	
<b>Criteria</b>	<b>Desirability</b>
<b>QUALIFICATIONS</b>	
A specific qualification relating to the role	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Educated to GCSE Level or equivalent (GCSE A-C in English & Mathematics)	Essential
<b>EXPERIENCE</b>	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting the curriculum requirements across Early Years, Key Stage 1 and/or 2	Desirable
Experience in supporting and promoting positive behaviour in pupils	Desirable
<b>PROFESSIONAL COMPETENCE</b>	
Excellent organisational skills	Essential
Effective communication skills	Essential
Ability to contribute to a challenging, resourceful, creative and stimulating learning environment	Desirable
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils, colleagues and line managers to support learning	Desirable
Basic ICT skills (word processing, internet use and emails)	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Knowledge and experience in working with children with specific SEND	Desirable

*Cromwell Academy is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.*