



Job Title: 1:1 Teaching Assistant (Grade 2)

Main Functions: To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make the best use of the educational opportunities available to them.

To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about pupil intervention plans (IPMs), 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 pupil

To establish supportive relationships with the pupil concerned

To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

To monitor the pupil's 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 pupil's efforts and develop self reliance and self esteem.

To mark pupil's work under the direction of the class teacher

To support the pupil in developing social skills both in and out of the classroom

To support the use of technology in learning activities and with specific programmes to support learning

To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

Under the direction of the teacher, 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

Where appropriate, to know and apply positive handling techniques

To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

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

Other Duties:

To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Internal: Teachers, Children, Senior Leadership Team, Children's Supervisors, Administration Staff

External: Parents, Carers and Outside Agencies

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

'The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

'Please note that online searches of candidates may be completed as part of due diligence checks.'