

St Thomas' CE Primary School 1:1 Teaching Assistant Job Description – 30 hours pw

Employment details

Job title:	1:1 Teaching Assistant
Department:	Year 4
Reports to (job title):	Class teacher, Head teacher, and SENCO
Type of position:	Full Time (term-time only)
Hours of work:	30 hrs (8.30am – 3.30pm with 1-hour lunch)
Level and scale point:	Grade 5 SCP 8-14
Contract:	This contract is linked to a named pupil and is dependent on funding and establishment requirements
Job purpose: - To work with an individual child under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning. - Support the teacher in the classroom and in preparation for lessons. - Support children in their educational and social development. - Providing extra support in classroom management and behaviour techniques.	

Main duties/responsibilities

Supervise and provide particular support for a named pupil with additional needs, ensuring their safety and access to learning activities
Offer 1:1 support as directed, assisting with the development and implementation of individual plans and programmes.
Establish constructive relationships with pupils and interact with them according to individual needs
Utilise strategies to support pupils in achieving learning goals including the delivery of Individual Education and Health Care Plans
Promote the inclusion and acceptance of all pupils
Meet the physical needs of the pupil according to their individual care plan whilst encouraging independence wherever possible.
Help the teacher to develop learning programmes and activities, and adapt appropriate materials.
Assist the teacher with observations, assessments and other administrative tasks.
Prepare the classroom for lessons and practice good housekeeping to ensure the classroom and outdoor learning environment remains in good order.
Listen to children read, read to them and tell them stories.
Support the teacher in managing pupil behaviour.
Provide intimate care, encouraging good personal hygiene and assist with necessary self help skills.
Supervise group activities.
Look after children who are upset or have had accidents.
Take part in training, meetings and reviews.
Create displays from pupils' work.

Develop knowledge of the learning support needs of individual pupils.
For the pupils you are supporting:
• Aid their learning as effectively as possible.
• Recognise and respond to non-verbal cues.
• Ensure they are able to use any equipment and materials provided.
• Assist them in weaker areas such as language, behaviour and social skills.
• Help them to concentrate on and finish work set for them.
• Meet physical needs as required while encouraging independence.
• Assist with the development and implementation of EHC plans.
• Be aware of, take an active lead, and respond appropriately to individual pupil needs ensuring effective interaction and communication.
• Respond to the individual needs of pupils following care and therapy plans, implement and take part in the monitoring and evaluation of care and therapy plans.
• Ensure that comfort, safety and dignity is upheld for all pupils.
• Provide accurate care updates to key personnel as required (including the Teachers, School Leaders, Physiotherapy Team and Parents) and report any concerns or signs of deterioration promptly.
• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
• Carry out informal and formal assessment and recording using recognised systems.
• Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
• Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
• Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
• Help out with school events, trips and activities.
• Work to the required standards of the safeguarding policy and procedures in school and all other activities.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the pupil and school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.