

STEDHAM PRIMARY SCHOOL
JOB DESCRIPTION – 1:1 TEACHING ASSISTANT
(PART TIME, TERM TIME ONLY TO INCLUDE LUCH DUTY COVER)

To work under the instruction/guidance of the Headteacher / SENCo / Class Teacher to undertake work/care/support programmes, to enable access to learning for the pupil to be supported. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPIL

- Supervise and provide particular support for a pupil with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Learning Plans.
- Establish constructive relationships with the supported pupil and interact with them according to their needs.
- Promote the inclusion and acceptance of the supported pupil.
- Encourage the pupil to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to the supported in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals.
- Assist with the planning of learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on the pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents of the supported child.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the pupil's responses.
- Undertake activities linked to the provided programme of Speech and Language work, recording achievement and progress and feeding back to the teacher and SENCo.
- Support the use of ICT in learning activities when appropriate and develop the pupil's competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupil in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.