Job Profile

The Talentum Learning Trust	
Post Title	**Grade**
1:1 Teaching Assistant for child with SEN needs	Grade 3

Statement of Purpose

To provide dedicated 1:1 learning, care, and behavioural support for a pupil with SEN, helping them access the curriculum, build self-esteem, and work toward the specific outcomes outlined in their Support Plan or EHCP.

- Pupil Support & Learning

- Work on a 1:1 basis with the child(ren) inside the classroom, or in an appropriate learning environment within school, adapting or differentiating learning materials and tasks as directed by the class teacher or SENCo.
- Motivate and encourage the child to focus, complete tasks, and develop independent learning strategies.
- Support the child during transitions, unstructured times (playgrounds, lunch halls), and educational visits.
- Assist with personal care, medical needs, or sensory processing support where specified in the child's care plan.

- Planning, Recording & Communication

- Contribute to observations, evidence, and feedback to the class teacher and SENCo regarding the child's academic and emotional progress.
- Help track progress against support plan EHCP targets and attend review meetings when required.
- Liaise with parents/carers (under the direction of the teacher/SENCo) and assist the teacher/SENCO with information to provide to external specialists (e.g., Speech and Language Therapists, Occupational Therapists)

- Behaviour & Emotional Wellbeing

- Implement the school's behaviour management policy and use positive de-escalation strategies.
- Provide a calm, reassuring, and inclusive presence to reduce anxiety and foster emotional regulation.

- Support for School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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 and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Assist with the supervision of pupils out of lesson times, including breaktimes and at lunchtimes.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Teaching Assistant – 1:1 for child with SEN needs

Essential Criteria	Measured By
Experience • Experience of working to support children's learning, gained in a relevant environment.	**AF/I**
Qualifications/Training • Good numeracy/literacy skills • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). • First aid training as appropriate (e.g. emergency first aid course).	**AF/I**
Knowledge/Skills • Understanding of relevant policies/codes of practice • Good understanding of areas of learning, e.g. English, maths, science, SEN, Early Years. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. • Willing to work towards NVQ Level 3 or recognised equivalent if the opportunity is available.	**AF/I**
Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	**AF/I**

AF -Application form I -Interview

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:
• Motivation to work with children and young people.
• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
• Emotional resilience in working with challenging behaviours and
• Attitudes to use of authority and maintaining discipline.