

The Heath Family (NW)

Job Description

Post Title	EYFS 1:1 Teaching Assistant
Hours	27 hours per week, Part Time, Term Time Only, Fix Term Contract (Subject to Funding)
Salary	NJC Scale Point 5 / 6 (£23,500 - £23,893 FTE) Actual Pro Rata Salary £17,500 - £17,742
Accountable to:	THFNW Trust Board / Head of School / Executive Principle
Line Manager:	Head of School
Accountable for:	School Learning Support
Overall purpose of the post:	
To provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management.	
Duties and Responsibilities	
<p>Supporting the pupil</p> <ul style="list-style-type: none"> • Build a positive relationship with the pupil, promoting high self-esteem, independence, and social inclusion. • Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention. • Assist with the development and delivery of individual education, support, and care plans. • Support the pupil with their social, emotional, and mental health needs, escalating concerns where appropriate. <p>Teaching and learning</p> <ul style="list-style-type: none"> • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement. • Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom. • Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning. • Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities. • Use effective behaviour management strategies consistently in line with the school's policy and procedures. • Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment. • Use ICT skills to advance the pupil's learning. 	

- Through observations, provide regular feedback to teachers on the pupil's progress, attainment, and barriers to learning.
- Monitor, record and report on progress and attainment.
- Read and understand lesson plans shared prior to lessons, if available.

Working with staff, parents/carers and relevant professionals:

- Share knowledge and understanding of the pupil with other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with other staff members, pupils, and parents and carers.
- Keep other professionals accurately informed about performance, progress, and any areas of concern.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and safety:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Professional development:

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Special Features	
Supplementary Support	<ul style="list-style-type: none"> a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person. b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop. c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW) d) Attend and participate in meetings outside of normal working hours.

	<p>e) Participate in training and other learning activities as required.</p> <p>f) Recognise own strengths and areas of expertise and use these to advise and support others.</p> <p>g) Other duties agreed from time to time by the post holder with their Line Manager.</p> <p>h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.</p>
Notes:	This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• Teaching Assistant Level 2 Qualification.	X	
• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths.	X	
• First-aid training, or willingness to complete it.		X
• Experience working in a school environment or other educational setting.		X
• Experience working with children / young people with special educational needs (SEN).	X	
• Experience planning and delivering learning activities.		X
• Good literacy and numeracy skills.	X	
• Good organisational skills.	X	
• Knowledge of how to help adapt and deliver support to meet individual needs.	X	
• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.	X	
Skills, Abilities and Personal Qualities		
• Ability to build effective working relationships with pupils and adults.	X	
• Excellent verbal communication skills.	X	
• Skills and expertise in understanding the needs of all pupils.	X	
• Knowledge of how to help adapt and deliver support to meet individual needs.	X	

• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.	X	
• Good ICT skills, particularly using ICT to support learning.	X	
• Ability to work as part of a team and to be flexible in their approach to daily routines.	X	
• Active listening skills.	X	
• The ability to remain calm in stressful situations.	X	
• Knowledge of guidance and requirements around safeguarding children.	X	
• Commitment to safeguarding pupil wellbeing and equality.	X	
• Commitment to maintaining confidentiality at all times.	X	
• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.	X	
• Capacity to inspire, motivate and challenge children and young people.	X	
• Enjoyment of working with children.	X	
• Sensitivity and understanding, to help build good relationships with pupils.	X	
• Resilient, positive, forward looking and enthusiastic about making a difference.	X	
Suitability to work with children		
• Enhanced DBS clearance is required for this position	X	