



Job Description & Person Specification

Job Title:	Level 1/2 Teaching Assistant (1:1 support)
Location:	Godmanchester Community Academy
Reports to:	Class Teacher, Headteacher

Purpose

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

Main Responsibilities

Support for children

- On a Monday and Friday, support a child with an EHCP on a 1:1 basis. This would include some intimate care duties. The school would provide training to support these duties.
- On a Tuesday, Wednesday and Thursday, support a different child with an EHCP on a 1:1 basis. This would be predominately classroom based.
- Promote the school's values of 'kindness' and 'hard-work' in all that you do.
- Support small groups of children in the afternoon to 'catch up' on missed learning or misconceptions from morning lessons.
- Have the confidence to adapt tasks to meet the needs of the children you will be working with.
- Communicate with parents regarding any important feedback from the day.

Support for the teacher

- Monitor and track progress and provide feedback to assist in developing individual plans for children with special needs.
- Organise the learning environment and develop classroom resources as required.
- Undertake some support activities for the teacher, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.



Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Take a keen interest in your own professional development, especially in relation to SEND.
- Attend and actively participate in meetings.
- Assist in facilitating some school events, e.g. school plays, events.


This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT)

Date.....



 Godmanchester Community Academy Person Specification: Level 1/2 Teaching Assistant	
Criteria	Desirability
QUALIFICATIONS	
A specific qualification relating to the role	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Educated to GCSE Level or equivalent (GCSE A-C in English & Mathematics)	Desirable
EXPERIENCE	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting the curriculum requirements across Early Years, Key Stage 1 and/or 2	Desirable
Experience in supporting and promoting positive behaviour in pupils	Desirable
PROFESSIONAL COMPETENCE	
Excellent organisational skills	Essential
Effective communication skills	Essential
Ability to contribute to a challenging, resourceful, creative and stimulating learning environment	Desirable
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils, colleagues and line managers to support learning	Desirable
Basic ICT skills (word processing, internet use and emails)	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Knowledge and experience in working with children with specific SEND needs	Desirable