



EASTERN GREEN JUNIOR SCHOOL
1:1 TA JOB DESCRIPTION

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| Title and Grade of Post | Job Title: 1:1 Teaching Assistant |
| Salary grade | Grade: 3 |
| Responsible to | <ul style="list-style-type: none"> • Responsible to Head Teacher • To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team. • To support the school in its development and education process by providing care and supervision to all children, including those who have special, physical, emotional and educational needs • To support children's learning activities • To help keep children safe and promote positive behaviour • Develop and promote positive relationships • Support the development and effectiveness of work teams. • Reflect on and develop practice. • Maintain confidentiality at all times. |
| The Post | <p>We are seeking to recruit a SEN Teaching Assistant to support a Year 3 pupil with an EHCP. This is a fixed term position to support the child whilst they are a pupil at EGJS. Experience of working with children with SEND needs would be an advantage.</p> <p>The successful candidate will be based in our Intervention provision 'The Hub' in the mornings, working with a group of children with additional needs alongside experienced SEND TA's. Within this setting, the children receive a skills-based curriculum to meet their targets. The afternoon will be class-based working with the Year 3 pupil.</p> <p>This is an exciting position for someone who is passionate about supporting children with additional needs. If you are a team player who has a deep commitment to ensuring that all pupils flourish in their learning and as community members, we look forward to hearing from you.</p> <p>Opportunity for growth, training and development will be provided, to enable both the pupil and the successful candidate to reach beyond the stars!</p> |
| Duties and responsibilities | <p>Under the guidance of teaching/senior staff and within an agreed system of supervision</p> <ul style="list-style-type: none"> • To assist the class teacher and SENDCo in carrying an appropriate planned programme of work to meet the needs of the particular child enabling them to reach full potential. • To assist with the integration of children with additional needs, some of which may be very challenging, into the rest of the class. • To encourage and support the learning process of the child/ren both on a one-to-one basis and also within a group. • To assist with the monitoring of the child's performance and to report progress. • To work alongside the school SENDCo and other members of the team in planning and delivering relevant interventions while monitoring and feeding back on progress |

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| | <ul style="list-style-type: none"> • To provide feedback to enhance self-esteem and to encourage acceptable behaviour from the supported child. • To care for the safety, welfare and hygiene of the child. • To liaise effectively with the SENDCo but also with staff in the school. • Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Plans for individuals and groups of children. • To cover, as required, for absent colleagues within your team • To support the SENDCo with displays and organisation of resources in the school's shared spaces. • Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training. • Attend professional learning sessions with teachers where relevant. |
| <p>Key Duties</p> | <p>JOB RESPONSIBILITIES AND TASK MAY INCLUDE SOME OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed. Use strategies in liaison with the teacher, to support pupils to achieve learning goals. • Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed. • Prepare and maintain equipment and teaching resources for lessons and activities. • Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence. • Ensure that pupils can safely use equipment and materials provided. • Provide support for local and national learning strategies. • Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists. • Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate. • Assist the teacher with administration of baseline tests. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work. • Provide support to the classroom teacher by undertaking photocopying and filing. • Assist at an appropriate level, and within the school's procedures, with the provision of general care and welfare of pupils which may include: - <ul style="list-style-type: none"> o Assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing o The changing of soiled clothing and its disposal in an appropriate way o Assisting with children's injuries and where appropriately qualified, administering first aid o Assist with the administering of medicines under the direction of the appropriate medical staff o Assist with the identification and monitoring of children's general health and welfare • Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. • Support and contribute to the overall values of the school. • Assist with the supervision of pupils outside of lesson times, including lunchtime. |

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| | <ul style="list-style-type: none"> • Assist with the group activities within and away from the classroom/school, such as PE, swimming and educational visits. • Assist the teacher in supporting volunteer helpers or students in the classroom. • Cover half an hour lunch break with children <p>Any other duties and responsibilities within the range for the salary grade.</p> |
| | <p>The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-</p> <ul style="list-style-type: none"> • To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions • To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required • Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare • To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements. <p>Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</p> <p>The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-</p> <ul style="list-style-type: none"> • To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected • To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately <p>Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars</p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> |

EASTERN GREEN JUNIOR SCHOOL
1:1 TA PERSON SPECIFICATION

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| Experience, Knowledge and Skills | <ul style="list-style-type: none">* An understanding of the needs and characteristics of young children* Some understanding of child development and the way children learn* An understanding of the role adults play in children's education* An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate easily with people from minority groups, people with disabilities* To assist children on an individual basis, but also work as part of a team* To support children in their learning needs, including children with Special Needs* To be able to liaise effectively with others* To communicate clearly in speech and writing* To have good competency skills in Maths and English, e.g. be able to spell, use a PC etc* To work with guidance, but under limited supervision* To have good organisational skills* To be able to explain tasks simply and clearly* To be willing to be involved in professional development and to attend courses* To be able to deal with sick children* To be able to deal with tasks such as toilet accidents* To be able to move equipment if necessary* To be able to lift children if necessary* To be able to accept authority and supervision and respond appropriately* To be able to adapt to changing role requirements* To be able to put up attractive displays around school (this may involve using ladders)* Experience of supporting pupils with challenging behaviour |
| Personal Qualities | <ul style="list-style-type: none">* To be supportive, patient and caring* To be able to deal with situations calmly and efficiently* To follow our school values of teamwork, respect, integrity, enjoyment and discipline |