**One to One Teaching Assistant Job Description**

Responsible to: Headteacher/Class teacher/SENCo

Main Job Roles:

**Pupil Support**

1. To be aware of and respond to the child’s individual needs, academic and personal, by providing support, using appropriate strategies and resources and implementing intervention programmes as necessary.
2. To be aware of the child’s barriers, progress and achievements and share these with the pupil, the Class teacher, parents and other professionals as necessary.
3. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
4. To undertake appropriate record keeping and evaluations, reporting to the Class Teacher, Special Needs Coordinator and other professionals as requested.
5. To establish a good relationship with the pupil, acting as a positive role model and a supportive figure.
6. To ensure the pupil is continuously engaged in activities and on task through supervision, encouragement, support and clarification as necessary.
7. To encourage independence and positive self-esteem.
8. To promote the inclusion and acceptance of all individuals.

**Classroom Support**

1. To supervise and support the pupil, ensuring they are fully accessing the learning and staying safe.
2. To prepare and maintain resources and equipment as needed and assist pupils in their use.
3. To support the Class Teacher in promoting positive behaviour, managing incidents and reporting difficulties as appropriate.
4. To communicate effectively with parents/carers and share information with the Class Teacher as necessary.
5. To accompany Class Teachers and pupils on visits, trips and other out of school activities.

**Whole School Support**

1. To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.
2. To contribute to the overall ethos, work and aims of the school.
3. To appreciate and support the role of other professionals in school and from outside agencies.
4. To attend relevant meetings as required.
5. To participate in training and other CPD opportunities and Performance Management as required.
6. To assist with the supervision of pupils out of lesson times including playtimes and lunchtimes.
7. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.

Key Skills

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| **Essential Criteria**  | **Desirable:** |
| **Skills** Good numeracy/literacy/ communication skills Use basic technology – computer, video, photocopierAbility to relate well to children and adultsAbility to work constructively as part of a team | GCSE Maths and English |
| **Knowledge and understanding** Working with or caring for children of relevant ageUnderstanding relevant roles and responsibilities and your own position within theseTo be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | Appropriate knowledge of first aid |
| **Qualifications & Training** Participate in development and training opportunities | Completion of DfES Teacher Assistant Induction Programme |
| **Other conditions** • Holder of an Enhanced DBS • Willingness to contribute to the wider success of school • Ability to be flexible in order to ensure service delivery |  |