St. Helen's Primary School
Head Teacher: Mrs Julia Walker
Colne Road Bluntisham Cambridgeshire PE28 3NY
01487 841468 | office@st-helens.cambs.sch.uk

1:1 Teaching Assistant Job Description

Job Title:	**1:1 Teaching Assistant to work with a named child**
School:	**St. Helen's Primary School**
Reports to:	**SENCO/Headteacher**
Job Purpose: To support the classroom teacher to facilitate the active participation of a high needs child 1:1 in the academic and social activities of the school.	

Undertaking responsibilities as a Teaching Assistant

- To follow all Child Protection and safeguarding policies and procedures to ensure the safety of the children in your care.

- To work under the direction of the class teacher and SENCO, following agreed lesson plans for both the indoor and outdoor curriculum.

- To support the teaching and learning of an individual pupil, using learning and support strategies appropriate to the needs of the pupil following both the indoor and outdoor curriculum.

- To provide support and guidance to other support staff where necessary.

- To contribute to the planning of teaching and learning for the named child, according to the objectives set out in an Individual Behaviour Plan, EHCP or APDR document.

- Under direction to create, develop and maintain resources to assist in teaching.

- To carry out play, or lunch duties alongside other staff as agreed by school policy and procedure.

- To contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets as set out in the EHCP or APDR document.

- To keep agreed records of interventions to inform the assessment of progress for the named child.

- To assist teachers in the evaluation and adaptation of activities and work programmes for the named child.

- To contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and rewards policy and any related policies and procedures.

- To develop and maintain supportive relationships with parents, carers and other members of the pupil's community.

• To work collaboratively with other agencies and professionals, as necessary, including educational psychologists, specialist teaching and learning service and health professionals, to meet the personal and educational needs of individual pupils.

• To coach and train others, such as volunteers or new staff in successful strategies, especially as part of a transition plan for identified pupil.

• To contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.

• To contribute to the organisation and agreed arrangements of the classroom environment.

• To develop and maintain professional knowledge and understanding, in particular linked to the needs of the named child.

Specific duties linked to the needs of the Named Child

• To liaise with external specialist services and school based specialists to ensure daily provision supports the child's needs.

• To ensure that the named child develops resilience in adapting to school routines and to support through the use of visual aids.

• To work with external specialist services and school based specialists to ensure positive reciprocal interaction is encouraged with both children and adults.

• To support appropriate social interactions with others, including the use of acceptable personal space.

• To respond to the needs of the child and recognise when they require social and emotional intervention.

• To liaise with external specialist services and school based specialists to ensure strategies are developed with the child to build resilience and develop strategies to manage situations that may cause dysregulated behaviour.

• To support the child with managing sensory integration needs.

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General duties relevant to all members of staff

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 2018 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

St. Helen's Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO). The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.