

Geoffrey Field Junior School

Job Description

Fixed Term 1:1 Teaching Assistant for pupil with SEND

Post Title: 1:1 SEND TA

Hours: 28.75 hours per week. Term time only (paid 43.6 weeks per year).

Pay Grade: RG3 scale points 8-11

Responsible to: Class teacher and SENCo

Responsible for: SEND and learning support for an identified pupil, general classroom TA responsibilities when not working with the identified pupil

Purpose of the job:

- To work with and support an identified child with their specific SEND needs on an individual basis.
- To provide a stimulating learning environment for the identified child, so that they are engaged in learning and to support access to the curriculum.
- To carry out general duties of a class TA when not working with the identified pupil.

Main duties and responsibilities:

- Work with a named pupil, as directed by the class teacher and/or SENCo, to support learning across the whole curriculum and specific targets related to SEND needs.
- Work 1:1 within and outside of the classroom with the named pupil for learning and social development activities.
- Establish a supportive and secure relationship with the child, promoting self-esteem, self-management and independence.
- Develop knowledge and understanding of the pupil's EHCP and their specific special education needs and respond to them effectively.
- Help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour, assisting the pupil to concentrate and remain on task and enabling targets and outcomes to be achieved.
- Assist the class teacher/SENCo with development and delivery of suitable activities and resources for the pupil.
- Promote and encourage inclusion, ensuring that the pupil is interacting and socialising with other pupils in an appropriate and acceptable manner.
- Where needed, consistently and effectively implement agreed behaviour management strategies.
- Monitor the pupil's responses to learning and adjust and adapt learning and activities in consultation with the class teacher.
- Contribute to the monitoring and recording of pupil progress, maintaining records and providing relevant feedback to the teacher/SENCo.
- Engage with the parent/carers of the named pupil.
- When not working with the named pupil, provide general classroom TA support
 - Working with and supporting other children in the class with their learning
 - Preparing resources and displays for the class teacher
 - Supervising pupils at break time

- Assisting on school trips

Other responsibilities:

- Support the aims, values and ethos of the school and participate in a team approach to all aspects of school life
- Keep up to date with safeguarding legislation for schools and follow the school's safeguarding policy and procedures
- Take responsibility for own learning and personal development and attend staff meetings, INSET days or training as required
- Health & Safety Level 1 responsibility
- Carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

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Person Specification

Fixed Term 1:1 Teaching Assistant to support a pupil with SEND

	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none">○ Previous experience of working with children/young people	<ul style="list-style-type: none">○ Previous work as a teaching assistant, pastoral worker or similar role in school○ Previous work with children/young people in a community setting○ Previous experience of working with children with special needs○ Previous experience of working with children with autism	Application form Interview
Education and training	<ul style="list-style-type: none">○ Good level of spoken and written English○ Good level of Maths○ Competent basic computing skills, including email	<ul style="list-style-type: none">○ English and Maths GCSE Grade C or equivalent○ NVQ 2 for Teaching Assistants or equivalent○ Universal Safeguarding training○ Level 1 Health and Safety○ Evidence of relevant continued professional development	Application form Certificates of qualifications
Knowledge and Skills	<ul style="list-style-type: none">○ Able to relate to children with differing needs○ Able to motivate and inspire others○ Able to work independently, using own initiative as well as collaboratively and under the guidance of others○ Confidently support a child 1:1 with their learning and behaviour○ Confidently work within and outside of a classroom setting, supporting learning, making observations and providing feedback to the teacher○ Willing to act on advice of others○ Willing to share expertise, experience and knowledge	<ul style="list-style-type: none">○ Understanding of inclusion and SEND in schools○ Knowledge of autism in children and how this can impact on learning and social development○ Knowledge of EYFS and KS1 curriculum○ Willingness to undertake additional training	Application form Interview

	<ul style="list-style-type: none"> ○ Able to maintain confidentiality within and outside of the workplace 		
Personal attributes	<ul style="list-style-type: none"> ○ Uses own initiative ○ Self-motivated ○ Enjoys working as part of a team ○ Sense of humour ○ Patient ○ Resilient ○ Adaptable ○ Calm under pressure 	<ul style="list-style-type: none"> ○ Outgoing ○ Sociable ○ Able to quickly build relationships ○ Willing to join in with wider school life 	Interview
Personal Circumstances	<ul style="list-style-type: none"> ○ Legally entitled to work in the UK (Asylum and Immigration Act 1996) ○ No contra-indicators in personal background or criminal record indicating unsuitability to work with children (DBS check required) ○ Able to work term time without need for annual leave during these times 		Application DBS Check References