

# **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.

## Geoffrey Field Junior School

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

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