**SIR ROBERT GEFFERY’S SCHOOL**

**A School for Enthusiasts**

***Where we ‘live life in its fullness’ (John 10.10)***

***Knowing that God is our strength and with***

***His help we will be the best we can***

# TEACHING ASSISTANT (including 1-to-1 SEND)

# JOB DESCRIPTION

## General Purpose

A teaching assistant works alongside the classroom teacher, providing support and reinforcement through working with individual pupils or small groups of pupils and supports a range of teaching and learning activities. The objective of this role is to help each pupil reach their full potential under the direction of the classroom teacher.

## Main Job Tasks, Duties and Responsibilities

* To reinforce lessons presented by the teacher by reviewing material with pupils individually or in groups and support their Special Educational Needs and Disabilities (SEND)
* To provide additional learning support 1-to-1 with a pupil and to a small group of pupils where identified
* To monitor and support the social and emotional needs of pupils
* To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils’ self-esteem.
* To help teachers prepare for lessons by getting materials ready, setting up equipment and arranging the classroom environment
* To assist the classroom teacher in directly observing and recording behaviour
* To help maintain good behaviour in the classroom by ensuring pupils adhere to accepted class rules
* To maintain the classroom environment in an organised and orderly manner to ensure an optimal learning experience
* To assist with creating classroom displays of pupils’ work and other classroom displays
* To assist with maintaining pupil records, including intervention records
* To provide feedback to the classroom teacher on an individual pupil's and groups’ progress and development
* To assist with supervision of pupils in class, between classes and during breaktimes
* To help with extracurricular activities, school events and educational visits
* To look after children who are unwell or upset
* To be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other learning activities and performance development as required.

## Education and Experience

* Qualified to NVQ level 2 or above (or equivalent qualification), OR able to demonstrate equivalent knowledge or experience.
* Good levels of literacy and numeracy
* Good knowledge of curriculum
* Good understanding of child development
* Experience of working with children
* Good understanding of safeguarding children.

## Key Skills and Competencies

* Good communication skills, both verbal and written with pupils, parents and staff • group work skills
* effective relationship building skills
* self-motivated but able to work in a team
* Reasonably good IT skills (e.g. able to check emails, basic typing)
* high energy levels and ability to remain positive in a busy school environment
* patience and ability to remain calm
* adaptability
* good sense of humour
* respect for diversity
* organisational and planning skills