



Teaching Assistant

Level 1 / 1:1



Harbour
Learning
Trust

Job Description :

TEACHING ASSISTANT LEVEL 1/1:1

Contract type:	Temporary subject to funding and needs of the Academy
Salary:	Scale 1, Points 2-3 £24,413 - £24,796 (FTE) £18,259 - 18,546 (Actual) 32.5 hours per week - Term time plus 5 days
Reports to:	Principal
Location:	Hartsholme Academy, Lincoln

Purpose of Post

As a TA/1:1, you will support individuals or groups across all ages to access the curriculum. Under teacher supervision, you'll provide SEND support, manage personal care, and handle practical duties to build pupil independence.

Main duties and responsibilities

Holistic Pupil Support & Personal Care:

Needs & Independence: Develop an understanding of specific pupil needs to assist with personal care programmes (hygiene, toileting, eating/drinking) and physical needs (dressing, transport, equipment).

Maintenance: Ensure personal care equipment, materials, and toiletry supplies are clean and well-stocked.

Specialist Aid: Support the use of personal/learning aides and assist therapeutic professionals in delivering specialist programmes.

Learning Support & Curriculum Access

Instructional Support: Support activities for individuals or small groups in core areas (literacy, numeracy, ICT) to facilitate educational and emotional development.

Resource Development: Create and organise learning resources and equipment to ensure pupils can fully access the curriculum, including PE.

External Liaison: Work with Teachers, SENDCos, and external professionals to implement scaffolding and alternative learning methods.

Behaviour, Safety, and Wellbeing

Conduct Management: Monitor and manage pupil behaviour using de-escalation techniques to maintain a safe, calm learning environment.

Supervision: Oversee pupils during lunch, breaks, and transitions (playground/dining hall) to ensure safety and welfare.

Safeguarding: Strictly adhere to all Safeguarding Policies and report concerns through the appropriate school channels.

Assessment, Observation, and Admin

Monitoring: Observe pupil achievements and maintain records of progression and attainment to inform the assessment process.

Reporting: Provide regular feedback to teachers and staff regarding pupil responses to learning.

Admin Tasks: Perform routine duties including photocopying, basic IT tasks, and record keeping.

Professional Engagement & Trips

School Life: Participate in educational visits and outings, occasionally taking responsibility for a group.

Continuous Development: Attend staff meetings and training courses to stay updated on school issues and personal professional growth.

To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy

The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment

Carry out such other duties as may be required from time to time to ensure the effective operation of the school commensurate with the level of the post

Qualifications & Training	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths 	<ul style="list-style-type: none"> Evidence of continuous professional development and training Safeguarding Certificate Level 1
Experience	<ul style="list-style-type: none"> Experience of working within an educational environment Experience of working with SEND pupils in an educational setting 	<ul style="list-style-type: none"> Experience of providing 1:1 support in a school environment previously Experience of working with external agencies when providing support to pupils
Professional knowledge & understanding	<ul style="list-style-type: none"> Good written and oral communication skills with children and adults. Knowledge of safeguarding procedures Understanding of the differing needs of SEND pupils 	<ul style="list-style-type: none"> Knowledge of SEN and how to support children to learn and develop.
Skills	<ul style="list-style-type: none"> The ability to demonstrate active listening skills and strong verbal communication skills to build positive relationships with pupils and understand their needs Ability to work unsupervised and on own initiative Ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> A flexible and positive approach and a strong work ethic Excellent time management and organisational skills Attention to detail High integrity with an ethically sound approach to building internal and external relationships A commitment to the DANCE values Friendly and approachable 	

We passionately believe that every child should receive the very best education that prepares them fully for the future

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.