

JOB DESCRIPTION	
JOB TITLE	1:1 Teaching Assistant
GRADE	APLb
REPORTS TO	Headteacher or line manager
DATE	March 2026

JOB PURPOSE

To provide dedicated one-to-one support for an identified pupil, helping them to access learning, develop independence, and achieve their individual academic, social, emotional, and behavioural goals within a safe, inclusive, and supportive school environment.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and learning

- Provide consistent one-to-one support to a named pupil under the direction of the class teacher and SENCo.
- Support the pupil to access the curriculum through adapted activities, resources, and strategies.
- Implement individual education plans (IEPs), behaviour support plans, and targeted interventions as directed.
- Promote engagement, independence, confidence, and positive behaviour for learning.
- Support the pupil's social, emotional, and behavioural needs throughout the school day.
- Prepare, organise, and adapt learning resources to meet individual needs.
- Support the pupil during transitions, break times, educational visits, and whole-school activities.
- Work closely with teachers, parents/carers, and external professionals to ensure consistent support.
- Build positive, trusting relationships with the pupil and their family to support learning and wellbeing.

Health and safety

- Monitor and record the pupil's progress, responses to learning, and wellbeing, reporting concerns as required.
- Support the school's ethos and values, modelling respectful and positive relationships at all times.
- Attend off-site trips and activities where required to support the named pupil.
- Adhere to all school policies, safeguarding procedures, and school-specific guidelines.
- Follow health and safety procedures, including risk assessments, safe use of equipment, and emergency protocols.
- Assist, where necessary, with personal care needs including toilet training, changing, dressing, or supporting sick pupils, in line with school policy and training.

Professional development

- Participate in relevant training opportunities to develop skills and knowledge.
- Engage in regular performance management and appraisal processes.
- Demonstrate a commitment to continuous improvement and reflective practice.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

'They will soar on wings like eagles.' Isaiah 40:31



collaborate | enrich | trust | innovate | aspire | nurture

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: 1:1 Teaching Assistant

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- A genuine interest in supporting children’s learning and wellbeing.
- Good communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Patience, reliability and a positive, proactive attitude.
- Understanding of safeguarding and commitment to pupil safety.
- Willingness to undertake training and ongoing professional development.

Desirable

- Experience working with children or young people.
- Level 2/3 Teaching Assistant qualification.
- Experience in a school or educational setting.
- Understanding of inclusive practice and supporting diverse learning needs.

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: