

Inclusive, Collaborative, Ambitious

1:1 Teaching Assistant (EHCP Support) Job Description and Person Specification

Job Title:	1:1 Teaching Assistant (EHCP Support)
Responsible to:	Deputy SENDCo / SENDCo
Terms and Conditions:	Hours of work: 30.5 hours x 39 weeks Scale: D Contract: Fixed Term until August 2027, with the potential for extension subject to funding and pupil need. Start Date: As soon as possible.

Core Responsibilities

- Assist teaching staff in implementing programmes of work with an individual pupil and small groups, both in and outside the classroom, to ensure maximum impact on learning and progress towards EHCP outcomes.
- Support a pupil entering Year 6 with an EHCP, working alongside the class teacher and SENDCo to deliver provision identified within the EHCP.
- Build and maintain a positive, trusting and nurturing relationship with the pupil.
- Support learning, communication, emotional regulation and independence throughout the school day.
- Monitor, evaluate and record progress and contribute to reviews and discussions regarding outcomes.
- Maintain positive and effective communication with parents/carers and relevant professionals.
- Contribute to lesson planning, pupil assessment and pastoral support where appropriate.
- Deliver specific interventions and targeted support programmes.
- Support the pupil during breaktimes and lunchtimes, facilitating positive social interactions and inclusion with peers.
- Work closely with the SENDCo and attend relevant training courses.
- Promote inclusion and acceptance while encouraging constructive relationships between pupils, staff and parents.

- Establish positive working relationships with pupils, parents and staff.
- Carry out administration tasks requested by the SENDCo.
- Demonstrate a positive approach to behaviour support and pastoral care.
- Support difference and diversity and ensure equal access to learning opportunities.
- Complete referrals, reviews and record-keeping accurately and within required timescales.
- Use Arbor, Excel and other school systems as required.
- Provide intimate care if required and appropriately trained.
- Work in line with Teaching Assistant Professional Standards.

Other Responsibilities

- Comply with child protection, health and safety, confidentiality and data protection procedures.
- Attend relevant meetings, training and professional learning activities.
- Assist with supervision before school, during breaks and on educational visits.
- Contribute positively to pupil welfare, conduct and ability to learn.
- Promote and support the ethos and values of the school.
- Provide support for distressed pupils and maintain accurate records where required.
- Liaise effectively with other schools, agencies and professionals.
- Attend and actively contribute to staff meetings.
- Participate in meetings with colleagues and parents/carers.
- Undertake duties commensurate with the grade and scope of the post.
- Be courteous, professional and welcoming to colleagues, pupils, parents and visitors.

Safeguarding, Health and Safety

- Respect confidential issues relating to pupils, families and school life.
- Keep up to date with school safeguarding and child protection procedures.
- Be aware of responsibilities relating to personal health, safety and welfare.
- Co-operate fully on all matters relating to Health, Safety and Welfare.

Continuing Professional Development

- Take responsibility for personal professional development.
- Undertake professional development identified through School and Department Development Plans.
- Take full advantage of training opportunities including First Aid training.
- Engage in additional training relating to autism, ADHD, emotional regulation, communication and inclusion.

Qualifications, Skills, Knowledge and Aptitudes - Requirements

- Experience working in a school or similar educational environment.
- Experience supporting pupils with Special Educational Needs.
- Good numeracy and literacy skills.
- Enjoy working with and helping children succeed.
- A calm, patient and relational approach to supporting children.
- Understanding of, or willingness to develop knowledge of, autism and ADHD.
- Effective ICT skills including Microsoft Office.
- Effective verbal and written communication skills.
- Self-motivated team member who can also work independently.
- Ability to use initiative and make professional judgements.
- Methodical, organised and flexible approach to work.
- Ability to multitask and prioritise effectively.
- Awareness of safeguarding, GDPR and confidentiality expectations.
- Excellent communication skills.
- Passion and enthusiasm for helping young people achieve their potential.
- Effective team member.
- Patience, determination, empathy and a good sense of humour.
- Commitment to building positive relationships and seeing each day as a fresh start.
- **Desirable:** experience supporting autistic and/or ADHD pupils, implementing EHCP outcomes, and working in a primary school setting.