



Job Description for Teaching Assistant – Special Educational Needs 1-1 Support

Job Title: Teaching Assistant – Special Educational Needs 1-1 Support

Pay Grade: Grade D - (point 3 to 4) - £18,250 - £18,534

Weeks per Year: 38 (term time only)

Hours per week: 32.5 (Mon – Fri 8.30 – 3.30 to include 0.5hrs lunch cover and 0.5hrs lunch break)

Responsible to: Deputy Head Teacher, SENDCO and Class teacher

Corby Old Village Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The TA will:

- Develop an informed understanding of the special educational needs of the child
- Take into account the child's special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- Assist with the planning of learning activities as needed
- Build and maintain successful relationships with the child, treat them consistently, with respect and consideration
- Support the child to develop language skills to ensure that their needs are met and to allow them to express their thoughts and ideas
- Help with development of social skills and ensure that the school's Health and Safety and Behaviour Policies are maintained
- Assist in dealing with conflict using appropriate communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence
- Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Work with class teachers to raise the learning and attainment of pupils by monitoring pupils and recording progress and achievements
- Promote pupils' independence, self-esteem and social inclusion

- Assist in the personal and intimate care of pupils, including administering medication, in conjunction with school policies and KCSIE
- Give support to pupils, individually or in groups, so they can access the curriculum (for example: literacy, numeracy, basic ICT), take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives
- Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.
- Organise and monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum and the pupil. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- Observe, be aware of and report on pupil challenges, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development. Gather and report information to and from parents/carers as appropriate to meet service delivery requirements.
- Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the Curriculum.
- Provide routine clerical and other support to meet service delivery requirements (for example photocopying, record keeping, school trips).
- Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning as needed
- Administer routine tests and undertake routine marking of pupils' work
- Support teaching staff and pupils on visits, trips and other out of school activities as required and take responsibility for a group of children under supervision of the teacher
- Carry out playground duties in variable weather conditions
- Undertake any other relevant duties given by the class teacher and SENDCO

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Organise and prepare the classroom for lessons by managing the space and resources to maintain a safe and stimulation learning environment

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers, other colleagues and other relevant professionals, including specialist advisory teachers
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents. Effectively communicate/inform parents of accidents.
- Provide basic First Aid treatment to pupils when required

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in staff training as required
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

We are committed to safeguarding and promoting the welfare of children and safer recruitment practice. An enhanced DBS is required for all successful applicants and references will be requested for all shortlisted applicants prior to interview and will form part of the interview process. The successful applicant will also be expected to have two satisfactory references and undertake a medical questionnaire.

Person specification

criteria	qualities
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • First-aid qualification
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build strong, positive and professional relationships with pupils • A commitment to getting the best outcomes for all pupils, whilst promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.