



Job Description

Post	Teaching Assistant (Predominantly 1:1 support)
Details: grade, hours, duration, location	Fixed Term until 31 August 2026, Term Time Only Part time 15 hours a week Monday to Friday, 9:00 to 12:00 NJC Grade A1/B1, Scale Points 3-6, £24,796 - £25,989 per annum Actual Salary £8,434 - £8,840 per annum Based at St Joseph's Catholic Primary School, Otley
Responsible to	Headteacher / SENDCo
Purpose of the Post	To provide high-quality, individualised and dedicated 1:1 support for a child with complex medical need, ensuring their safety, well-being, and full access to the curriculum. The role involves working closely with medical professionals, school staff, and the child's family to deliver both educational and medical support in a nurturing and inclusive environment. Work may be carried out in the classroom or outside the main teaching area.
Main duties and responsibilities	<ol style="list-style-type: none"> 1. To provide consistent 1:1 support to a pupil with a complex medical need, in accordance with their Education, Health & Care Plan (EHCP) and medical care plan, ensuring their medical and educational needs are met throughout the school day. 2. Support the child's learning under the direction of the class teacher and SENDCo, adapting activities as needed. 3. Work closely with the class teacher and SENDCo to prepare, organise and adapt learning resources. 4. Assist with the implementation of individual learning programmes, behavioural strategies, and therapeutic or medical routines. 5. Promote the child's independence, confidence, and social interaction with peers. 6. Monitor and record progress towards individual targets and report observations to the class teacher and SENDCo. 7. Promote independence, confidence, and self-esteem in the child wherever possible. 8. Ensure the child's safety and wellbeing at all times, including during transitions, break times, and any movement around the school. 9. Monitor the child's health and respond appropriately to any medical needs or emergencies (training will be provided). 10. Maintain accurate records of interventions, observations, and medical incidents as required. 11. Liaise with parents/carers, healthcare professionals, and external agencies to ensure a coordinated approach to care and learning. 12. Participate in relevant training, including emergency procedures and safeguarding.



**Generic Teaching
Assistant duties
and
responsibilities**

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. The role includes providing personal and intimate care to pupils who require additional support, in line with the school's Intimate Care Policy. This includes assistance with toileting, dressing and personal hygiene, always maintaining the child's dignity and privacy.
3. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. To establish constructive relationships with pupils and interact with them according to individual needs
5. To promote the inclusion and acceptance of all pupils
6. To encourage pupils to interact with others and engage in activities led by the teacher
7. To set challenging and demanding expectations and promote self-esteem and independence.
8. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
9. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. To assist with the planning of learning activities
12. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
13. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
14. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
15. To establish constructive relationships with parents/carers
16. To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
17. To provide clerical/admin. Support - photocopying, typing, filing, money, administer coursework.
18. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
19. To undertake programmes linked to local and national learning strategies - literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.
20. To support the use of IT in learning activities and develop pupils' competence and independence in its use.
21. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
22. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. To contribute to the overall ethos/work/aims of the school.



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| | <ul style="list-style-type: none">25. To appreciate and support the role of other professionals.26. To attend and participate in relevant meetings as required.27. To participate in training and other learning activities and performance development as required.28. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.29. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.30. To work under the direction of the Headteacher. |
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To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required

VARIATION IN ROLE

Given the dynamic nature of the role and structure of the school, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.