

1-2-1 Teaching Assistant

Job Description

Grade: 3 SCP 4 – 6

Responsible to: Headteacher or designated line manager

Job Purpose:

- Enable access to learning for pupils including those with special educational needs (SEND) and assist with the management of pupils and the classroom under the direction of the teacher.
- Implement and deliver agreed programmes of learning and interventions to designated pupils.
- Provide supervision for individuals and groups of pupils, in or out of the classroom, under the direction of the teacher.

Main Duties and Responsibilities

The following are a list of main duties and responsibilities of the post. The list is not exhaustive and the postholder is expected to undertake any other duties as may reasonably be required.

Support for Teaching and Learning

1. Support designated pupils to achieve learning goals, in liaison with the teacher, using agreed strategies and interventions.
2. Assist with the implementation of SEND Support Plans and to provide support for designated pupils with special educational needs in accordance with those plans, risk assessments and Educational Healthcare Plans, as required.
3. Assist the teacher in planning, evaluating and adjusting lessons and work plans to meet the needs of designated pupils and in the management and preparation of wider class resources.
4. Provide detailed and regular feedback to the teacher, as required, on progress, achievement and pastoral matters.
5. Promote and maintain a purposeful, orderly and supportive environment.
6. 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.
7. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
9. Supervise the class during the short-term absence of the teacher, ensuring that pupils maintain good order and stay on task.
10. Promote inclusive practice, set high expectations and encourage pupils to interact and work co-operatively with others.
11. Establish constructive relationships with parents and carers.

12. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
13. Provide general administrative support including the display of pupils work as required.

Support for the Curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs and responses.
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, reading, phonics, early years, monitoring and reporting on pupil progress as required.
3. Support the use of IT in learning activities and develop pupils' competence and independence in its safe use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their safe use.

Support for the Wider School

1. Be aware of and comply with policies and procedures relating to safeguarding, child protection, behaviour, anti-bullying, anti-racism, equal opportunities health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of and adhere to Trust and school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
3. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
4. Build and maintain positive and constructive working relationships with pupils, families and colleagues to maximise pupils' development and maintain the overall ethos and vision of the school and wider Trust.
5. Work effectively with other staff, agencies and stakeholders as required.
6. Participate in meetings, training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany staff and pupils on visits, trips and out of school activities as required.
9. Assist with personal care in line with pupil's Personal Care Plan and school policy (including eating, dressing and hygiene) as required while encouraging independence.
10. To act as a Designated First Aider for staff if required.

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Person Specification

Criteria	Essential/ Desirable
Education/Qualifications Effective literacy and numeracy skills (a level 2 qualification in English and mathematics or be able to offer evidence of commensurate work experience) Recognised Level 2 Teaching Assistant qualification EYFS - This criteria will need to be set dependent upon whether the role requires an essential qualification to meet ratio requirements https://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards	E D/E
First aid training/training as appropriate	D
Experience	
Previous experience working with children and young people in the education or social care sector	E
Previous experience working with children and young people with special educational needs	D
Previous experience working directly with parents/carers	D
Experience working with other agencies and professionals	D
Skills/Knowledge	
Basic understanding of child development and learning	E
Knowledge of the barriers to learning for children and young people and their families	D
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies	D
Training in relevant learning strategies, e.g. literacy, numeracy and/or phonics	D
Understanding of relevant policies/codes of practice and awareness of relevant legislation	D
Excellent interpersonal and communication skills with the ability to relate well to children and adults	
Effective knowledge of IT with ability to use effectively to support learning	E
Excellent organisation skills	E
Personal Attributes	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: • Motivation and commitment to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitude to use of authority and maintaining discipline	E
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	E

Able to main confidentiality at all times	E
Understanding of equality and diversity issues with the ability and commitment to promote and develop positive initiatives in all aspects of work	E
Committed to the Christian ethos and values of the school and Trust.	E
Additional Requirements	
Proof of identity and eligibility to work in the UK	E
Satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List check	E
A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment) that meet the requirements of Part 3 of Keeping Children Safe in Education	E
Confirmation that the applicant is not prohibited or been issued with a sanction that prevents them from carrying out teaching work (if role involves planning, preparing, delivering or assessing lessons, sessions or interventions)	E
Proof of qualifications	E
Confirmation of mental and physical fitness for the post	E
Confirmation that the applicant is not disqualified from working in childcare (for relevant posts only)	E