**Leybourne Ss Peter and Paul CEP Academy**

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| Job Description  JOB TITLE: | 1-1 Teaching Assistant |
| HOURS: | 28.75 hours a week  Term time only (38 weeks, not including staff development days) |
| GRADE: | Tenax Range 3 (£18,425 FTE) |
| RESPONSIBLE TO: | Headteacher |

This job description may be amended at any time following discussion between the Headteacher and the member of staff.

**Purpose of the Job:**

To work under the direction of the class teacher to enable the pupil to learn successfully in class and for the pupil’s provision to be as inclusive as possible. To take direction as appropriate from the Class Teacher or SEND Manager as to what reasonable adjustments should be made for the pupil to be successful in school. To liaise closely with the Class Teacher and SEND Manager to agree suitable provision, including out of class support or supervision as necessary.

**Main duties and responsibilities:**

* To be responsible for the support and wellbeing of a pupil with a high level of educational needs. This support will be flexible and tailor-made to the pupil’s needs as necessary.
* Liaise with the class teacher to understand the objectives of each intervention/lesson.
* Assist the teacher with observation and monitoring of the progress of the pupil, both educationally and socially.
* Assist the pupil with their hygiene and physical and medical needs if required and to assist with dressing and undressing for PE, etc. if help is needed.
* Supervise at playtime to ensure the safety and well-being of the child. Participate in and supervise pupils in off-site activities, including those to meet pupil’s individual needs.
* Under the direction of the Class Teacher or SEND Manager to deliver support programmes and activities, differentiating as necessary and prepare resources. Report back progress to the Class Teacher and SEND Manager.
* To assist Class Teachers as required.
* Assist with ensuring the school has a stimulating learning environment and ensuring it is of good quality.
* Monitor each morning the reading records/ homework diaries for the child and liaise with class teacher. Assist the child to choose appropriate books.
* If necessary, check and contribute to home-school contact book, taking direction from the class teacher.
* Undertake training and attend relevant meetings within contracted hours as required to ensure CPD
* To have professional regard for the ethos, policies and practices of Leybourne Ss Peter and Paul CEP Academy, and maintain high standards in your own attendance and punctuality
* Such other reasonable duties as the Headteacher may from time to time require.

All members of staff are expected to assist with keeping themselves and others safe. All staff have a responsibility to report any hazards and raise management’s awareness of any Health and Safety issues.

As a member of staff at Leybourne Ss Peter and Paul CEP Primary Academy you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.