**Higham Primary School**

**1:1 Teaching Assistant Person Specification**

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| **Teaching Assistant – Person Specification** | **Essential** | **Desirable** |
| **Skills** | **Ability to work and communicate with young children.**  **To be diplomatic and tactful.**  **Ability to communicate with teachers and parents.** | **Able to deliver pre‐planned programmes of work to children. Where required be able to plan for and adapt strategies and programmes for individual children.** |
| **Knowledge** | **Understanding of Safeguarding in School; Health and Safety; Data Protection; Race Relations; Confidentiality issues** | **Child development.**  **First Aid.**  **Safe working practices.** |
| **Experience** | **Experience of working with children in a school**  **Working with groups of children in an organised situation.** | **Experience of working with children with Special Educational Needs.**  **Supporting children in use of ICT in school.** |
| **Qualifications** | **GCSE Grade C or above in Maths and English.**  **NVQ Level 2.** | **NVQ Level 3 preferable** |
| **Equal Opportunities** | **An awareness of the Council’s Equal Opportunities Policy.** |  |
| **Other requirements** | **Patience, kindness and a genuine interest in children.**  **Adaptability, flexibility and ability to work as a team with members of staff.**  **Willingness to accept direction, take part in training (for example, ICT, Child Protection)**  **Able to take the initiative and make decisions.**  **Willing to support health care/toilet plan.** | **Confidence in dealing with children.**  **Demonstrates an understanding of and a commitment to school improvement at all levels.**  **Understanding of difficulties of children with ASD / ADHD.** |

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**Job Description**

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| **JOB TITLE** | 1:1 Teaching Assistant |
| **GRADE** | KR4 |
| **RESPONSIBLE TO** | Headteacher / SENCO / Class Teacher |
| **MAIN PURPOSE OF THE JOB** | To undertake education support for individual pupils to enable them to access the curriculum and learning available in school. Ensure appropriate support is provided to address individual needs and this enables the teacher to implement the curriculum and respond to the pupils’ needs. To maintain complete confidentiality on all school matters. To work with the SEN team to ensure individual pupils make progress alongside their peers (this may be at a different level). |

**Main Tasks**

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to
3. Encourage pupils to interact with each other in an appropriate and acceptable manner
4. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
5. To supervise and support the activities of individual children under the direction of the teacher and/or the SEN team
6. Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing materials and resources, and helping maintain a well-ordered, clean & tidy environment.
7. Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities
8. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required
9. To assist in the recording of lessons and assessment for individual pupils as required by the teacher
10. To take part in training activities offered by the school to further knowledge
11. To take part in activities such as outings, as may be required
12. To abide by and work towards all the policies within the school e.g. Health and Safety, Child Protection etc
13. To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy,

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.