



## Job Description: 1:1 Teaching Assistant

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**School:** Wittersham CEP School  
**Grade:** Kent Range 3  
**Responsible to:** SENCO / Headteacher

### **Purpose of the Job:**

- To work with the class teacher and SENCO to support teaching and learning, providing general and specific assistance to named SEN pupil(s) under the direction, guidance and direct supervision of the classroom teacher, and general support to pupils in a class.
- To assist in promoting the learning, physical needs (including personal care and hygiene if required) and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

### **Key duties and responsibilities:**

- Provide 1:1 support for an identified child (or children), individually or in a group or class setting whilst at the same time promoting inclusion of all pupils and encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- To support the needs of pupil/s with specific Special Educational Needs which may include ASD/ ADHD, Anxiety, Attachment and Trauma and SEMH or other SEN need type including physical needs.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips and swimming etc.).
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours or on an overtime basis) as required to ensure own continuing professional development.

- Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Assist with break-time supervision including facilitating games and activities. To facilitate effective learning of pupils individually and in small groups across the curriculum.
- To support the SENCO in providing intervention support.
- To support the teaching of pre-planned activities, including the use of specialist teaching and therapy approaches under the guidance of teaching and therapy colleagues. This includes evaluating, monitoring, recording and feeding back on the emotional, social and educational progress of children, based within a detailed understanding of the pupil's needs and awareness of his/her current objectives in a number of key developmental areas.
  - Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained.
  - Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
  - To be passionate about the role and have an engaging approach to pupils who have a special educational need, where "thinking outside of the box" may be needed in order to offer the highest level of support.
  - Establish a good relationship with pupils by using language and other communication skill that the pupils can understand and engage with.
  - Set a good example in terms of dress, punctuality and attendance, work ethic and behaviour.
  - Physically assist pupils in activities (may involve lifting, where mobility is an issue)
  - To take a flexible approach to their work, being willing to support colleagues.
  - To use KLZ daily read emails, keep up to date with teacher's planning, be aware of calendared events and staff announcements.

### **Scope for Impact**

Support staff in schools make a strong contribution to pupils' learning and achievement.

Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contributes to pupils' learning and will have a significant impact on pupils' achievement.

*Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*