



Job Description

Job Title: Teaching Assistant (1:1)

Grade: Kent Range 3

Reporting to: Headteacher

Purpose of the job

To work alongside the class teacher's supervision, undertake the delivery of the individual pupil learning programmes; mainly 1:1, and sometimes in withdrawn groups or within the classroom providing support across the curriculum.

Key duties and responsibilities

- Under the guidance of the class teacher & SENCo, supervise activities of named pupil either 1:1, in withdrawal groups or within the classroom, providing support across the curriculum.
- Under the guidance of class teachers, provide support to the named pupil with homework; such as listening to readers, learning number facts and completing tasks meant for home.
- Maintain the interest and motivation of the named pupil; raising self-esteem, improving independent work and promote positive behaviour patterns to assist their education and development.
- To be aware of the named pupil's needs, achievements, progress and report to the teacher as agreed.
- Establish a constructive relationship with named pupil and interact with them according to their individual needs.
- Provide feedback to the named pupil in relation to progress and achievement under the guidance of a teacher.
- Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation.
- Making a contribution to organising effective learning environments and making appropriate records.
- Participate in assessment, planning and evaluation of support as appropriate.
- Liaise with class teacher, SENCo and other staff as appropriate and support the work of outside agencies.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (For example, assessment information)
- Liaise with parents if appropriate.
- Monitor pupil responses to learning activities and record achievement / progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents / carers where appropriate.
- Support the use of ICT in learning activities and develop pupil confidence and competence in its use.
- Participate in training and other learning activities and performance development as required. Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall aims, ethos, work of the team and school.
- Attend and participate in relevant meetings as required.

This role is subject to an enhanced DBS check

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.



Person Specification

Teaching Assistant (1:1)

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Level 1 or 2 Diploma (or equivalent) with proficient practical skills. 	
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with children. 	<ul style="list-style-type: none"> Previous experience of working with children with SEND Experience of supporting pupils academic progress and wellbeing
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Numeracy and literacy skills. Basic IT skills. Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible. Excellent communication skills with both adults and children 	<ul style="list-style-type: none"> Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, teaching apps Able to recognise when learning is maximised and how the adult role can enhance this
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	<ul style="list-style-type: none"> Understanding of the requirements of the National Curriculum for KS1 or KS2

<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Professional conduct at all times and with all staff, pupils, other professionals, visitors etc. • Able to maintain confidentiality • Flexible and responsive to change • Calm under pressure • Self-motivated and pro-active • Appropriate levels of personal presentation • Good sense of humour • Diplomatic and resourceful • Positive/can do approach • Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	
<p>VALUES</p>	<ul style="list-style-type: none"> • Commitment to school's aims and values • Commitment to continuous personal development • Honest and reliable, displays integrity and commitment to the Trust • Champion for children – establish positive relationships with Trust, children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family 	