

# 1:1 Teaching Assistant



## Job Description

**Grade:** Kent Range KR3  
*(38 weeks plus holiday entitlement)*

**Responsible to:** Line Manager & SENCo

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

To support children's social-emotional, communication and cross-curricular learning development, working under the guidance and direction of the class teacher, SENCo, teaching and therapy colleagues (specialist Speech and Language Therapist and other multi-agency professionals, where appropriate).

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

1. Provide teaching support for assigned pupils 1:1, in small groups, and larger group (whole class situations) within class settings across the school, to enable optimal class participation and to promote positive learning attitudes and a safe learning environment for all, to achieve individual success and enhance self-esteem and independence.
2. To facilitate the effective learning of pupils across the curriculum, teaching to pre-planned activities under the guidance and direction of the class teacher, SENCo, teaching and therapy colleagues (specialist Speech and Language Therapist and other multi-agency professionals, where appropriate. This includes monitoring, recording, evaluating 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.
3. To work alongside the class teacher and other colleagues in the planning and resources preparation necessary for lessons, both for personal implementation and that of colleagues, as necessary, ensuring that materials are suitable for the learning activities and sometimes preparing tailor-made equipment.
4. Assist in drawing up and undertaking the delivery of group/individual pupil learning programmes within the classroom, to ensure delivery of the group/individual targets. This may include helping with the development of differentiated materials for the pupil.
5. Assist the teacher where necessary with the preparation and clearing away of the classroom and materials, display and presentation of pupils work and contribute to maintaining a safe environment to ensure effective and efficient teaching.
6. Assist the teacher with observation and monitoring of the progress children's progress, maintain accurate records within the additional educational needs provision in order to ensure the careful tracking of progress and full documentation of all interventions with the children, in inclusion and specialist class settings.
7. To assist in maximizing the use of ICT in the learning process
8. Support the school in implementing Workforce Reform.
9. Promote positive behaviour patterns, raise self-esteem and improve independent working and inclusion in all children to assist in their education and growth.
10. To assist/support in the social, emotional and physical well-being of the pupils where appropriate, reporting problems to the teacher, as appropriate.

11. Assist the teacher, and the school, to supervise Physical Education lessons, transition times and playtimes, to ensure the continued safety of children as required.
12. To contribute, where required, to meetings with multi-agency professionals, as well as in-school meetings, to jointly plan, problem solve and creatively address pupil needs alongside teaching and therapy colleagues, including progress reviews, target setting and pupil progress meetings.
13. To contribute to liaison between home and school through home contact books, recording and verbal communication, as appropriate
14. To attend appropriate training courses and development activities as required by the Teachers and Senior Leaders.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: .....

Signed: .....

Date: .....

Reviewed: March 2022

**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.