**1:1 Teaching Assistant – role 1**

**Duties and responsibilities**

To work under the supervision and guidance of the Headteacher, SENCo, and class teacher to assist in the educational development of an identified child with a Specific Learning Difficulty.

**Key** **accountabilities**

**Supporting the child**

1. As directed by the class teacher and SENCo, support a child with a Specific Learning Difficulty to learn as effectively as possible to enable them to achieve individual learning outcomes. This will be by:
2. Supporting the child to develop their confidence, efficiency and independence in using Assistive Technology as a recording tool;
3. Modifying learning activities and resources where necessary and supporting the child with their use;
4. Supporting the child to maintain focus throughout a lesson, keep up with the pace of the lesson and access all areas of the curriculum;
5. Working 1:1 outside of the classroom with the child for an hour each day, following a personalised plan with specific outcomes;
6. Encouraging the child using positive feedback;
7. Develop a knowledge and understanding of the specific needs of the child.
8. Develop a supportive and secure relationship with the child.
9. Develop methods of reinforcing the child’s self-esteem.
10. Promote an inclusive learning environment and maintain sensitivity to the child’s needs.

**Supporting the Teacher**

1. Assist the class teacher and SENCo with the planning, development, and delivery of suitable learning programmes for the child.
2. Under the direction of the class teacher, carry out systematic observations to gather evidence of the child’s knowledge, understanding and skills.
3. Provide regular feedback about the child’s progress to the class teacher.
4. Attend and contribute to regular review meetings with the class teacher and SENCo.
5. Support the class teacher to provide an appropriate learning environment to help the child access the curriculum and all learning opportunities.
6. Work with other professionals, including outside agencies and specialist teachers, and follow their individual programmes, as necessary.

**Supporting the School**

1. Support the aims, values and ethos of the school and be aware of school procedures and policies.
2. Attend relevant in-service training and participate in professional development opportunities.
3. Develop a strong relationship between home and school.
4. Liaise, advise, and consult with other members of the team.
5. As directed by the Headteacher, SENCo and/or class teacher, participate and supervise the child in off-site activities, PE lessons, playtime, and lunchtime to ensure the continued safety of the child.
6. Such other duties as the Headteacher may from time to time require.

This job description describes in general terms the normal duties which the postholder 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.

**Signed: Postholder**

**Signed: Headteacher**

**Date:**

**Speech and Language Teaching Assistant – role 2**

**Duties and responsibilities**

To work under the supervision and guidance of the Headteacher, SENCo and class teachers to assist in the speech and language development of identified children.

**Key** **accountabilities**

**Supporting children and Teacher**

* Run a Speech and Language assessment programme to assess the needs of children in Reception and KS1 (where necessary);
* Follow a Speech Programme for identified children in Reception and KS1;
* Follow a Language Programme for identified children (and groups of children) in Reception and KS1;
* Work with the SENCo and class teacher to develop appropriate classroom support and resources for the identified children;
* Provide regular progress feedback to the class teachers;
* Work with other professionals, including outside agencies and specialist teachers, and follow their individual programmes, as necessary.

**Supporting the School**

* Support the aims, values and ethos of the school and be aware of school procedures and policies.
* Attend relevant in-service training and participate in professional development opportunities.
* Develop a strong relationship between home and school.
* Liaise, advise, and consult with other members of the team.
* As directed by the Headteacher, SENCo and/or class teacher, participate and supervise the child in off-site activities, PE lessons, playtime, and lunchtime to ensure the continued safety of the child.
* Such other duties as the Headteacher may from time to time require.

This job description describes in general terms the normal duties which the postholder 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.

**Signed: Postholder**

**Signed: Headteacher**

**Date:**