



## Job Description

<b>Job Title:</b>	1:1 Teaching Assistant
<b>Grade:</b>	VIAT 2
<b>School:</b>	Primary
<b>Reports to:</b>	SENco
<b>Accountable to:</b>	Headteacher/Classroom Teacher/Senior Leadership Team

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### 1. Job Summary

To provide personalised support to meet the needs of a child with complex needs within our school, delivering interventions and supporting within the classroom.

### 2. Key Working Relationships

- Headteacher
- SENco
- Classroom teacher
- Students
- Parents
- Visitors

### 3. Key Result Areas

#### a) Supporting and leading learning

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families and colleagues, to maximise children's development and maintain the overall ethos and vision of the school.
- To work alongside the SENco and class teacher to deliver personalised support to meet the child's needs.
- To provide feedback to parents, the SENco and class teacher to monitor, record and report the pupil's progress.
- To complete relevant training as needed.
- Support pupils within the learning environment to promote independence, inclusion, acceptance and equality of access to learning.
- To lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.

#### b) Support for the Trust

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead.
- To contribute to overall ethos, work and mission statement of the Trust.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group.

- Participate in the school's appraisal process.

**c) Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**d) Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**e) Representing the Trust**

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

#### **4. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.



### Person Specification: 1:1 Teaching Assistant

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good standard of Education – 5 GCSEs or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Qualifications in childcare or education</li><li>• Further CPD qualifications, especially regarding SEN provision, ASD and behaviour management.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children and young people</li></ul>	<ul style="list-style-type: none"><li>• Experience supporting children with complex SEN.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Thorough knowledge and understanding of safeguarding children.</li><li>• Knowledge of the primary school curriculum</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of strategies which can be used to support children and young people with additional needs, especially ASD.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• A holistic approach to the well-being and education of pupils.</li><li>• Good communication skills and flexibility to adapt communication as needed</li><li>• Ability and willingness to work collaboratively and supportively within the school team.</li><li>• Able to inspire confidence and respect amongst colleagues and the school community.</li><li>• Build effective and professional working relationships with parents, staff, Governors and the wider community.</li></ul>	<ul style="list-style-type: none"><li>• Specialist ASD/ behaviour management training</li><li>•</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>• Calmness</li><li>• Quick thinking</li><li>• Patience</li><li>• A sense of humour</li><li>• Is committed to their own professional development.</li><li>• Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all time.</li></ul>	