

## **Job Description: Teaching Assistant 1:1 – Level 1**

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**School:** Mersham Primary School

**Grade:** Kent Range 3

**Responsible to:** Deputy Headteacher

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

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

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

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate and providing feedback to the teacher
2. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
3. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
4. Understand and support independent learning and inclusion of all pupils as required.

### **Teaching Assistants at this level may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time/lunchtime supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Administer First Aid

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.

Mersham Primary School  
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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent)  Pediatric First Aid qualification would be an advantage.
<b>EXPERIENCE</b>	Previous experience of working with children
<b>SKILLS AND ABILITIES</b>	Numeracy and literacy skills  Basic IT Skills  Specialist SEN training such as ADHD, ASD etc.  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.
<b>KNOWLEDGE</b>	Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.