



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>TEACHING ASSISTANT – small groups and 1:1</b>
<b>REPORTS TO</b>	<b>HEADTEACHER/SENDCO</b>
<b>PAY RANGE</b>	<b>APLb</b>

**Main purpose of the job:**

- To assist the class teacher in a range of duties to ensure the pupil makes progress on targeted areas.

**Duties and responsibilities:**

- To aid effective learning and develop cognition skills.
- To develop the pupil’s social, emotional and communication skills so that the child can engage positively with both children and adults.

*For example, by:*

- *Clarifying and explaining instructions, using visual cues and prompts to support comprehension.*
- *Motivating and encouraging the pupil, developing confidence and self-esteem .*
- *Liaising with the class teacher, the SENDCo and with the parents and carers.*
- *Delivering planned activities to support the pupil using appropriate resources.*
- *Using specific intervention programmes.*
- *Encouraging this pupil to interact with others and engage in activities led by the teacher.*
- To give support to the pupil within the classroom, and on a withdrawal basis, individually or in a group of pupils.
- Support children on a 1:1 basis when required
- Provide feedback to the pupil in relation to progress and achievement (under guidance of the teacher).
- To actively encourage the development of the pupil’s independence and self-help skills -for example to encourage emotional regulation.
- To regularly support the pupil at break and lunch playtimes.
- Supervise the pupil on visits/trips under the supervision of the teacher.
- To make and assist with the preparation of materials and equipment for the pupil.
- To implement structured learning activities/teaching programmes, adjusting activities according to the pupil’s responses.



- Provide detailed and regular feedback to teachers on the pupil's achievement, progress, problems etc. to ensure consistency of approach and to share successful strategies.
- Support the use of ICT in learning activities and develop the pupil's competence and independence in its use.
- Administer routine assessment activities (including marking and feedback).
- To contribute to a system of recording pupil progress in conjunction with the class teacher and SENCO.
- To participate in the evaluation of the support programme.
- To provide information for more formal discussions and meetings with parents and outside agencies.
- To care for and comfort the pupil in times of distress or difficulty.
- Work in harmony alongside existing staff and activities within the classroom
- To contribute to the overall vision and values of our school.
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person.
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately.
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of the pupil.
- To attend and participate in relevant meetings, training and INSET days as required.
- Any other tasks as directed by the Senior Leadership Team or SENDCO which are consistent with the duties for the post.