

JOB DESCRIPTION

Job Title: Teaching Assistant 1-1

Reports to: Class Teacher and SENCO

Grade: KS3

1. PURPOSE OF JOB

To collaborate with teachers in delivering programmes of teaching and learning activities and wellbeing support for children identified as needing 1:1 support. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher

2. Key duties and responsibilities:

- Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Help to keep the children safe.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Support the role of parents and carers in pupil learning. Contribute to meetings with parents and carers to provide constructive feedback on pupil progress, achievement and well-being.

PLUS

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its improvement plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

3. NECESSARY EXPERIENCE

- A good English and Mathematics skills (GCSE 4 (C) grade or above).
- To have previous successful experience of working with children across the primary age range.
- To be able to use basic technology (computer, tablet, photocopier, camera).

- Have a knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- To have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- To have good influencing skills to encourage pupils to interact with others and be socially responsible.

4. SCOPE FOR IMPACT

Support staff in schools make a strong contribution to pupils' well-being, learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

5. JOB CONTEXT

TAs will be expected to work effectively with individual pupils under the direction of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs are also expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required