



West Malling

CE Primary School & The McGinty Language Centre



Job Description

Teaching Assistant - 1:1 Child Support

School:	West Malling Primary School
Responsible to:	SENDCo
Salary:	£21,350 Pro rata

Purpose of the Job:

To support a child's social-emotional, communication and cross-curricular learning development, working under the guidance and direction of the class teacher and specialist teaching and therapy colleagues (specialist Speech and Language therapist and other multi agency professionals where appropriate: e.g. OT). To be involved as part of the school community working towards achieving the outcomes of the School Development Plan, working as part of the whole school team to fulfil the school's mission statement and safeguarding policy.

Key duties and responsibilities:

- To enable the effective learning of a child on a 1 to 1 basis, or in small groups. This may involve teaching to pre-planned activities, including the use of specialist teaching and therapy approaches under the guidance of teaching and therapy colleagues. This may include evaluating, monitoring, recording and feeding back on the emotional, social and educational progress of children, based within a detailed understanding of each pupil's needs and awareness of his/her current Education, Health and Care Plan (EHCP) objectives in a number of key developmental areas.
- To support each child in meeting their EHCP objectives through involvement alongside teaching and therapy colleagues in the full range of provision delivery, including some individual learning support and lunchtime and play support on the playground.
- To enable optimal class participation and to promote positive learning attitudes and a safe learning environment for all, to achieve individual success and enhance self-esteem and independence.
- To assist colleagues with close observation and monitoring of children's progress, maintaining accurate records to ensure the careful tracking of progress and full documentation of interventions with children.
- To assist in the planning of and resource preparation necessary for lessons, both for personal implementation and that of colleagues, as necessary, ensuring that materials are suitable for the learning activities and sometimes preparing tailor-made equipment.
- To assist children in the use of ICT in the learning process.
- To contribute to liaison between home and school through home contact books, recording and phone calls as appropriate.



- To contribute, where required, to meetings with multi agency professionals as well as to in school meetings to jointly plan, problem solve and creatively address pupil needs alongside teaching and specialist colleagues, including reviews of provision plans, target setting and pupil progress meetings.
- To undertake training and attend INSET in accordance with hours worked.
- To attend staff meetings where required and appropriate.
- Intimate care – changing the child’s nappy when needed and assisting with encouraging independent toileting over time.
- To be fully aware of the relevant risk assessments and always ensure pupil safety in all learning environments.
- To be aware of the School Improvement plan, participating in monitoring and evaluating your contribution to its achievement, and undertaking all duties in line with school policy, raising achievement and equality of opportunity.
- To undertake any other duties as directed by the line manager, in keeping with the nature and specifications of the post, being aware of the need for flexibility in working practices.

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.

Signed

Date

Person Specification

Teaching Assistant - 1:1 Child Support

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.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Evidence of a basic education to GCSE Level 	<ul style="list-style-type: none"> Evidence of further education or working towards – NVQ 2 or 3, NNEB, BTEC or equivalent Evidence of continued personal development. Recent safeguarding training Computer competency First Aid Training in the support of children with SEND
EXPERIENCE	<ul style="list-style-type: none"> Commitment to inclusive education 	<ul style="list-style-type: none"> Experience of working with children with Additional Needs on a 1:1 or small group basis (particularly ASD) Experience of working with primary or pre-school age children with SEND
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Commitment to providing the very best for the pupil Good communication skills Ability to monitor progress 	<ul style="list-style-type: none"> Awareness of child development stages
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Knowledge and understanding of how to support a child within the classroom environment Establish and develop positive relationships with all pupils Awareness for the need of confidentiality 	<ul style="list-style-type: none"> Knowledge of intervention programmes Knowledge of strategies for working with children with complex needs
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Flexibility Reliable, good time keeper Good team member Warm, positive personality Sense of humour Ability to show initiative Creative and resourceful An excellent attendance record Seeks further professional development Willingness to commit to the Christian ethos of the school 	