



*'On a voyage of discovery: flourishing in God's love'*

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

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**Name:**

**School:** Wittersham Church of England Primary School

**Grade:** Kent Range 3

**Responsible to:** Line Manager Headteacher and SENCO

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

- To work with teachers as part of a professional team to support teaching and learning for all pupils.
- Provide 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.
- To work with the class teacher and SENCO to support teaching and learning, providing general and specific assistance to named SEN pupil(s) under the direction, guidance and direct supervision of the classroom teacher, and general support to pupils in a class.
- To assist in promoting the learning, emotional needs and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

### **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
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Be patient and understanding towards the needs of the child. Allow them time to self-regulate and manage emotions.

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

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

Respect

Kindness

Self-Worth/Perseverance

Forgiveness

Love



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2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. To provide specific care for pupils who need intimate care (catheterisation and nappy changing)
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

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.

For KCC purposes this post has been rated as DMA Level 1



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## Person Specification: Teaching Assistant – Additional Needs – Level 1

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>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	GCSE English and Maths grade C or equivalent.	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.  Paediatric First Aid Qualification
<b>EXPERIENCE</b>	Previous experienced of working with children	Has experience of working with pupils with SEN.  Experience of supporting others with medical support.
<b>SKILLS AND ABILITIES</b>	Numeracy and literacy skills  Basic IT skills  Patience, openness and the motivation to learn and develop.  Have the 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	Ability to adapt and refine learning to suit pupil needs.  Ability to deliver targeted interventions to support pupil development
<b>KNOWLEDGE</b>	An understanding of health and safety and child protection procedures.	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality