

All Souls' Church of England Primary School



Job Description

Job Title	<i>1:1 Teaching Assistant</i>
Grade	<i>Aquila Pay Level B</i>
Responsible to	<i>Inclusion Lead</i>

All Souls' Church of England Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Hours: 30hrs per week, Monday to Friday, 8:30am – 3:00pm

Contract type: Fixed Term - Term Time Only

Main Purpose:

To work with teachers to organise and support teaching and learning activities for specific children. The primary focus is to undertake specified work with key individuals under the direction and supervision of a qualified teacher.

Key duties and responsibilities:

- Provide teaching support in delivering personalised curriculum plans, emotional well-being programmes and intimate care needs.
- To work alongside the class teacher to plan a timetable that is highly effective in supporting your key pupil.
- Assist in drawing up and undertaking the delivery of individual pupil learning programmes within the classroom, to ensure delivery of the individual targets. This may include helping with the development of differentiated materials for the pupil.
- Assist the teacher where necessary with the preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Assist the teacher with observation and monitoring of the progress of a specific child; maintain accurate records within the additional educational needs provision in order to ensure documentation of all interventions with the children.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
- To assist in the physical well-being of the pupils where appropriate.
- Assist the teacher, and the school, to supervise Physical Education lessons, transition times, playtimes and lunchtimes, to ensure the continued safety of children as required.

- To attend appropriate training courses and development activities as required by the Teachers and Senior Leaders.
- Be responsible for promoting and safeguarding the welfare of children and young people.

Teaching Assistants in this role may also undertake some or all of the following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Be responsible for the presentation of displays.

The duties above are neither exclusive nor exhaustive, and the post holder may be required by the Headteacher, SLT or Class Teacher to carry out duties within the context of the job, skills and grade.

Personal Specification

<u>Experience, Skills and Abilities</u>	Level 2/3 in Supporting Teaching and Learning in Schools
	General IT skills.
	A mature and sensitive manner and excellent inter-personal skills.
	Confidentiality, efficiency and ability to work on own initiative.
	Be empathetic and have a good working relationship with children.
	Ability to work in a team and maintain the ethos of the school as set by the Headteacher.

	Able to develop a good relationship with parents.
	Have good Literacy and Numeracy skills in order to give the correct information to children in the classroom.
	Be prepared to work with children with SEN needs or disabilities
	Report writing skills and ability to draft correspondence.
	Excellent interpersonal, communication and organisational skills when dealing with all levels of staff, pupils, parents and stakeholders.
	Ability to organise own workload.
	Ability to prioritise and to balance constantly changing priorities.
	Ability to work within a climate of change.
	Ability to take a proactive approach to the role and school setting.
	Commitment to equalities and the promotion of diversity in all aspects of working.
	Ability to maintain accurate and up-to date records.
	Ability to cope with stressful/conflict situations.
	Physically and emotionally resilient in order to work with children with autism who may have challenging behaviour.
	Able to work under specific instructions from Teacher, Head Teacher and/or Inclusion Leader.
<u>Knowledge</u>	Awareness of children's specific needs is essential.
	Experience of working with children within a school setting.
	Awareness of new initiatives, policy changes and the impact on the school setting.
	Awareness of Data Protection and Confidentiality issues.
	Staff are expected to have an awareness of and work within National legislation, school policies and procedures relating to Health and Safety, Data Protection and Equal Opportunities.

