

Ospringe CE Primary School  
Job description – Teaching Assistant 1 to 1

Reports to: SENCo & Headteacher

Grade: Kent Range 3

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1. PURPOSE OF JOB

To work with teacher/SENcos as part of a professional team to support teaching and learning for an identified SEN pupil both within a classroom environment and outside. Providing one to one learning support to this and other identified pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social or communication difficulties.

2. KEY DUTIES AND RESPONSIBILITIES

- Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher/SENCo, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher/SENCo, providing feedback to the teacher/SENCo on pupil progress and behaviour
- Support the teacher/SENCo in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/SENCo
- Support pupils in social and emotional well-being, reporting problems to the teacher/SENCo as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support the class teacher in the teaching and welfare of children to ensure they attain their targets.
- Provide intervention and small group support to identified groups of children

3. PRINCIPAL ACCOUNTABILITIES

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support and guide the pupils in accessing learning activities

as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

- 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 fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

#### 4. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 2 or GCSE equivalent) together with good numeracy and literacy skills.
- The ability to organise and run intervention groups or one-to-one pupil support sessions
- Use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- 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.

#### 5. SCOPE FOR IMPACT

Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teacher and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

#### 6. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher and/or SENCo. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be 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, providing the opportunity for pupils to self-regulate and reflect on behaviours. They will also provide feedback to other professionals and parents as required.

7. ORGANISATION (not line management responsibility)

