



## **Job description: Teaching Assistant (TA) one-to-one**

### **Job details**

**Job title:** Teaching Assistant (TA) one-to-one

**Salary:** Kent Scheme A

**Hours:** 19.5 hours pw (3 Days)

**Reporting to:** SENCO

### **Main Purpose**

- To provide learning and care support for an individual pupil with special educational needs (SEN) to help them to work towards the outcomes on their Individual Learning Plan
- To work with the pupil's teacher(s) to plan and deliver activities
- To support the pupil with routines, transitions and behaviour management

### **Duties and responsibilities**

#### **Supporting the pupil**

- Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of Individual Learning Plan
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
- Support play time sessions

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher(s) and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning
- Provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning through pupil observation
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

## **Working with staff, parents/carers and relevant professionals**

- › Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › Communicate effectively with other staff members, pupils, and parents and carers
- › Keep other professionals accurately informed about performance, progress and any areas of concern
- › Understand their roles, to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

## **Professional development**

- › Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

## **Other areas of responsibility**

### **Safeguarding**

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our Safeguarding and Child Protection Policies
- › Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.