



Job Description

Post: Teaching Assistant and 1:1 Support

Duties and responsibilities

To work under the direction and guidance of the Head teacher, Deputy, SENCO and class teacher to assist in the educational and social development of pupils. Participate in the implementation of programmes for pupils as designed by the teaching staff. Duties may include monitoring the progress of pupils educationally and/or socially.

- ❑ To provide support for children within a 1:1, group or class situation to enable them to participate fully in class activities; to be prepared to provide support for an individual child over a significant period both in and out of class. To work with individual programs devised by other professionals, e.g. Specialist Teaching and Learning Service, speech therapists, occupational therapists, as necessary.
- ❑ Assist teacher with observation and monitoring of the progress of the children, maintaining accurate records, in order to ensure documentation of all interventions with the children.
- ❑ Liaise with the class teacher on a regular basis about pupil support and class input.
- ❑ Support those pupils agreed with the head teacher and SENCO with emotional or behavioural problems, assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- ❑ To undertake PROACT SCIP Training to provide a positive approach to physical intervention if required.
- ❑ Participate and supervise pupils in off-site activities as directed by the head teacher, SENCO and/or class teacher, e.g. educational trips, walks etc. Supervise in PE lessons and at playtimes to ensure the continued safety of the children.
- ❑ Supervise and assist children during lunchtimes, helping with the serving of food if needed.
- ❑ Assist the teacher in routine administration tasks including bulk photo copying, displays, record keeping and filing, collating pupil reports and analysing test results.
- ❑ Such other duties as the headteacher may from time to time require.

To whom responsible SENCO

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.