**JOB DESCRIPTION**

**Job Title:** Teaching Assistant to provide **School:** DGGS

One to One support

**Reports to:** SENCO **Current Grade:** KR 5 - 13,385 actual

 (£18,059 full-time equivalent)

**Job Holder’s Name:** Vacancy **Date:** February 2019

**Purpose of job**

To work under the instruction and guidance of the SENCO and individual teaching staff, to provide academic support and pastoral care for one identified individual student, in or out of the classroom. To also be responsible for supporting and contributing to the school’s student support systems as part of a team.

**Duties & Responsibilities**

* To provide one-to-one care and support for the student who uses a wheelchair, to ensure their safety and wellbeing, and to enable them to access their learning.
* To encourage the student’s enjoyment, enthusiasm and independence in learning.
* To be responsible for developing, keeping and updating records as agreed with the SENCO and Heads of Year.
* To contribute to the overall ethos, work and aims of the school.
* To promote positive values, attitudes and good student behaviour in general.

**Supporting the Student**

* Work under the direction of the teacher to provide support in order to facilitate the student’s learning, enabling them to maximise their access to, and participation in the curriculum.
* Establish a productive working relationship with the student, acting as a role model and setting high expectations.
* Provide constructive feedback and praise to the student in relation to progress and achievement.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance and development of skills.
* Facilitate the continuous education of the student during any absence.
* Promote the inclusion of the student within the school community, developing empathy in other students.
* Encourage the student to interact and work co-operatively with others and engage all students in activities.
* Act as a scribe for the student when needed and assist in manual tasks where appropriate.
* Ensure the safety of the student in the school environment and facilitate their movement around the site.
* Respond to the daily health needs of the student and assess level of need for support.
* Accompany the student on school visits when possible to ensure continuity of care.
* Work with the student in study periods to develop their knowledge and understanding in core subjects.
* Work and communicate effectively with outside agencies where required.

**Supporting the SENCO/Heads of Year**

* Assist the SENCO (and other professionals as appropriate) in the development of suitable programmes of support.
* Contribute to the maintenance of student progress records.
* Be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of students, as required.
* Participate in the evaluation of the support programme.

**General**

* Attend relevant in-service training.
* Supervise students on visits, trips and out of school activities as required.
* Administer and assess routine tests and invigilate exams/tests if required.
* Provide general clerical/administrative support as requested by SENCO/Assistant Headteacher.
* Attend meetings and take notes as necessary.
* Support the rewards and sanctions system.
* Work as required in other support areas to meet specific needs of workload tasks.
* Contribute to the school’s commitment to continuous improvement as identified in the School Development Plan.
* Participate in whole school activities that will occasionally require attendance outside normal school opening hours, e.g. Parent Consultation meetings and Information Evenings.

### Experience

* Experience working with children of relevant age preferable.

**Qualifications/training**

* Very good numeracy/literacy skills
* Appropriate first aid training (or willingness to be trained).

### Knowledge and skills

* Ability to work constructively as part of a team.
* Ability to relate well to children and adults.
* Ability to use ICT and other technology effectively.
* Understanding of principles of child development and learning processes.
* Ability to self-evaluate learning needs and actively seek learning opportunities.

**Agreed by: Approved by:**

 *Sharon Pritchard, Headteacher*

**Date: Date:**