



Job Description

Job Title: 1:1 Teaching Assistant

To work as 1:1 teaching assistant (TA) here at Offham, you will need an interest in special needs education, a non-judgemental attitude, lots of patience and a passion for seeing young people succeed.

Line Manager: Inclusion Manager

Hours: 8.30am – 3.30pm (2.00pm on Friday) working 1:1 with a SEND individual (autistic spectrum disorder)

Pay band: Kent Range 3

Contract: This contract is for an initial **fixed term** period of one academic year, tied to the named child. The contract may be subject to extension at the end of this period based on the then staffing needs of the school.

The role: To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/ her to make best use of the educational opportunities available to them.

To aid the pupil to learn as effectively as possible individually and in some limited group scenarios by, for example:

- Helping to plan a tailored curriculum alongside the Inclusion Manager and KS2 Leader
- Clarifying and explaining instructions, making sure that the pupil you support is able to engage in learning and stay on task during the lesson or activity
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Consistently and effectively implementing agreed behaviour management strategies, using praise, commentary and assistance to encourage the pupil to concentrate and stay on task

- Supporting the social and emotional development of pupils, reporting and issues when required
- Liaising with class teacher, SENCO and other professionals about the child's provision map
- Supporting the teacher in managing challenging pupil behaviour and promoting positive behaviour
- Providing detailed and regular feedback to teachers on pupils' progress
- Helping to make appropriate resources to support the pupil

Key Responsibilities:

- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the child encouraging interaction with others in an appropriate and acceptable manner
- Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem
- To provide regular feedback on the pupils' learning and behaviour to the teacher/ SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the SENCO, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with children with specific learning difficulties
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy

Skills:

You'll need to have:

- A positive approach to working with children and the ability to motivate, inspire and build rapport
 - A strong regard for pupil safety and well-being
 - Respect for diversity, as you'll be working with pupils from a range of backgrounds
 - Interpersonal skills to build relationships with pupils, parents, teachers and governors
 - To provide individual support, as required, during examination sessions
 - Reading, writing, numeracy and communication skills
 - Excellent team working skills as you'll be working with other support staff, classroom teachers and other professionals, such as educational psychologists, speech and language therapists, social workers and external agencies
 - Creative ability
 - Patience
 - Organisational skills
 - A professional attitude to work
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.