

# Job Description

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## TEACHING ASSISTANT (1:1)

**Grade:** Kent Range 3

**Hours:** 10

**Weeks:** Term Time Only

**Salary:** £15,628-17,188 pro rata

**Reporting to:** The SENCo or a Lead Teaching Assistant

### Purpose of the job

To work alongside the class teacher's supervision, undertake the delivery of the individual pupil learning programmes; mainly 1:1, and sometimes in withdrawn groups or within the classroom providing support across the curriculum.

### Key duties and responsibilities

- Under the guidance of the class teacher & SENCo, supervise activities of named pupil either 1:1, in withdrawal groups or within the classroom, providing support across the curriculum.
- Under the guidance of class teachers, provide support to the named pupil with homework; such as listening to readers, learning number facts and completing tasks meant for home.
- Maintain the interest and motivation of the named pupil; raising self-esteem, improving independent work and promote positive behaviour patterns to assist their education and development.
- To be aware of the named pupil's problems, achievements, progress and report to the teacher as agreed.
- Establish a constructive relationship with named pupil and interact with them according to their individual needs.
- Provide feedback to the named pupil in relation to progress and achievement under the guidance of a teacher.
- Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation.
- Making a contribution to organising effective learning environments and making appropriate records.
- Participate in assessment, planning and evaluation of support as appropriate.
- Liaise with class teacher, SENCo and other staff as appropriate and support the work of outside agencies.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (For example, assessment information)
- Liaise with parents if appropriate.
- Monitor pupil responses to learning activities and record achievement / progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents / carers where appropriate.
- Support the use of ICT in learning activities and develop pupil confidence and competence in its use.
- Participate in training and other learning activities and performance development as required. Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall aims, ethos, work of the team and school.
- Attend and participate in relevant meetings as required.

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification



## Teaching Assistant (1:1)

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> </ul>	<ul style="list-style-type: none"> <li>Cued Articulation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting pupils academic progress and wellbeing</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>Excellent communication skills with both adults and children</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems</li> <li>Able to recognise when learning is maximised and how the adult role can enhance this</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the requirements of the National Curriculum for EY and KS1</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Professional conduct at all times and with all staff, pupils, other professionals, visitors etc.</li> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Calm under pressure</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> <li>Positive/can do approach</li> <li>Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	



<b>VALUES</b>	<ul style="list-style-type: none"><li>• Commitment to school's aims and values</li><li>• Commitment to continuous personal development</li><li>• Honest and reliable, displays integrity and commitment to the Trust</li><li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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