



Coxheath

Primary School

1:1 Teaching Assistant

Temporary Post

Personal Specification (Essential)

- Have good Literacy and Numeracy skills in order to give the correct information to children in the classroom.
- Have clear writing skills
- Be empathetic and have a good working relationship with children.
- Be prepared to work with children with problems or disabilities
- Have a positive approach at all times
- Have excellent communication skills
- Able to develop a good relationship with parents
- Fit into the ethos of the school
- Able to work under specific instructions from Teacher, Head Teacher and/or Inclusion Leader.
- Be willing to help with all tasks including setting out equipment, clearing up and generally supporting the class teacher

Personal Specification (Desirable)

- Experience of working with children within a school setting
- Experience of supporting children in Key Stage 2
- Relevant qualifications in supporting children's learning

General Post Description

To support children's learning, social-emotional, communication and cross-curricular learning development, working under the guidance and direction of teaching and therapy colleagues (specialist Speech and Language therapist and other multi agency professionals where appropriate: e.g. OT).

Main duties and responsibilities:

To facilitate effective learning of pupils individually and in small groups across the curriculum. To support the teaching of pre-planned activities, including the use of specialist teaching and therapy approaches under the guidance of teaching and therapy colleagues. This includes evaluating, monitoring, recording and feeding back on the emotional, social and educational progress of children, based within a detailed understanding of the pupil's needs and awareness of his/her current objectives in a number of key developmental areas.

To support a child with social, emotional and learning needs to successfully access the curriculum and all aspects of school life.

To support each child in meeting their objectives through involvement alongside teaching and therapy colleagues in the full range of provision delivery, including some individual learning support and playtime support on the playground.

To provide support for individual children in larger group or whole class situations, within class settings across the school, to enable optimal class participation and to promote positive learning attitudes and a safe learning environment for all, to achieve individual success and enhance self esteem and independence.

To assist colleagues with close observation and monitoring of children's progress, maintaining accurate records in order to ensure the careful tracking of progress and full documentation of interventions with children, in inclusion and specialist class settings.

To assist with colleagues in preparation for, and feedback from, learning and teaching sessions.

To assist in the planning and preparation necessary for lessons, both for personal implementation and that of colleagues, as necessary, ensuring that materials are suitable for the learning activities and sometimes preparing tailor-made equipment.

To assist in maximising the use of ICT in the learning process.

To contribute to liaison between home and school through home contact books, recording and phone calls as appropriate.

To contribute, where required, to meetings with multi agency professionals as well as to in school meetings to jointly plan, problem solve and creatively address pupil needs alongside teaching and therapy colleagues, including progress reviews, target setting and pupil progress meetings.

To undertake training and attend INSET in accordance with hours worked.

To undertake any other duties as directed by the line manager, in keeping with the nature and specifications of the post, being aware of the need for flexibility in working practices.