

Kingswood Primary School

1:1 Teaching Assistant

Key responsibilities

To support an individual pupil 1:1 who has a Health Care Plan and/or EHCP. To work under the direction and supervision of the Class Teacher to assist with teaching and learning and associated activities in accordance with school policies, procedures and level of need. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

- To administer all medications for the pupil, and be responsible for monitoring blood sugar levels for diabetes.
- To be able to monitor and manage carbohydrate intake for a child in relation to their medical need
- To provide care for a pupil with medical needs
- To establish a supportive and trusting relationship with pupils
- To be fully aware of the school's Medical Conditions Policy
- To understand your duty of care to the pupils and to know what to do in an emergency
- To communicate with pupil's parents as/when directed by the teacher/SENDCo
- To provide personal care and toileting support to pupil as necessary
- To administer blood checks and record appropriately
- To be fully aware of the contents of the child's Individual Health and Care Plan
- To work with the class teacher and SENDCo to ensure that the Individual Healthcare Plan is kept up to date and all forms are completed correctly
- To attend and help prepare for Review Meetings
- To keep records up to date and organised
- To provide First Aid needs as necessary
- To ensure that pupils have access to the appropriate medication/equipment/food during physical activity
- To ensure that all appropriate risk assessments are undertaken (with the class teacher) before any out of school visit.
- To be aware of the common triggers that can make medical conditions worse and compile a list with the parents and class teacher.
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To motivate pupils and build up their self-esteem.
- To help pupils develop organisation skills and become independent learners.
- To contribute to review meetings, prepare progress reports, monitor procedures and liaise with outside agencies.
- To work with pupils as appropriate and help them to meet their individual targets.
- To attend training related to pupil's needs.
- To make/adapt suitable resources.
- To adapt the curriculum to suit the language and communication needs of the pupil, where necessary.
- To support, as appropriate, in instances where pupils are unwell whilst at the school

Knowledge and skills in these areas important re medical needs and full training will be provided

Teaching and learning

1. Assist in the educational and social development of pupils under the direction, line management and guidance of the head teacher, SENCO and class teachers
2. Assist in the implementation of provision maps for students and help monitor their progress
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, and health care professionals as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills
7. Support groups of students, and record achievements along side the class teacher

Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Record and document children's achievements and document with notes and photos alongside the teacher and mark books of children in your focus group as required by the class teacher
4. Undertake other duties from time to time as the Headteacher requires

Standards and quality assurance

1. Support the aims and ethos of the school, including vision and values
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the Headteacher
5. Be proactive in matters relating to health and safety

Playtimes/Lunchtimes

1. To undertake play ground duties, leading games and activities
2. To follow agreed rules and sanctions
3. To refer any behaviour issues to a teacher or Headteacher

Other duties and responsibilities

1. Undertake other duties from time to time as the Headteacher requires