

## Job Description: Teaching Assistant – 1:1

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**School:** Kings Hill School



**Grade:** Kent Range 3 - 6 depending on the specific needs of the child and high needs funding in place

**Responsible to:** Head of Inclusion

### **Purpose of the Job:**

To work with the classteacher, Head of Inclusion, parents and outside agencies to support teaching and learning of an individual pupil on a 1:1 or 1:2 basis to provide general and specific assistance.

### **Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Where necessary, adapt teacher planning and ensure resources are accessible to the child
4. Carefully follow the provision plan in place and undertake any necessary interventions listed
5. Attend any relevant training to support the individual
6. Attend multi agency meetings and write up minutes for distribution to all parties
7. Update the individual provision plan alongside the Head of Inclusion
8. Prepare Annual Review paperwork alongside the SEN Assistant
9. Work alongside the Head of Inclusion to re-apply for any necessary funding
10. Attend to personal care needs to ensure pupil's wellbeing and health and safety.
11. Implement behaviour management programmes/ social emotional support to ensure pupils' wellbeing, health, safety and learning needs are met.
12. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

13. Alongside the Head of Inclusion, ensure healthcare plans are up to date and followed
14. Prepare the individual for any changes, including transition
15. Support the teacher in behaviour management and keeping pupils on task.
16. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
17. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
18. Alongside the class teacher, Keep parents informed of day to day achievements and concerns
19. Be aware of school policies and procedures and report all concerns to the Senior Leadership team

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

# Kent County Council

## Person Specification: Teaching Assistant – Level 1

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with children.</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></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><li>• Knowledge of learning strategies to support SEN pupils.</li></ul>