



St Thomas' Primary School

1:1 Support Assistant

Job Description

Post Holder:	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant at St Thomas' Catholic Primary School</i></p>	
Responsibility Areas	<ul style="list-style-type: none"> To support the Class Teacher in the teaching and welfare of pupils to ensure they attain their targets and receive provision as outlined by Higher Needs Funding agreement.
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Assist teacher with learning activities ensuring health and safety and good behaviour of identified pupils. Support the pupils in accessing learning activities as directed by the teacher and/or SENCo to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
	Provide clerical/admin support as required and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
	Supervise lunchtimes ensuring children are active, safe and well supported.
	Undertake personal care needs.
	Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
	Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
	Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
	Undertake tasks directed by the Leadership Team and Teachers to assist with the smooth running of the school.
Accountable to	Inclusion Manager/SENCo
Salary range	KR4 part-time
Signed	<p>Chris Wright</p> <p>Date: 06/07/20</p>

St. Thomas' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment



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1:1 SEN Teaching Assistant Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Mathematics skills - GCSE Grade A-C or equivalent. • NVQ Level 2 or equivalent 	<ul style="list-style-type: none"> • Teaching Assistant Qualification
Experience	Recent experience of working as a Teaching Assistant	<ul style="list-style-type: none"> • Experience of working with children with Special Educational Needs
Knowledge and Understanding	<ul style="list-style-type: none"> • An understanding of the National Curriculum • Understanding of how to support children with special educational needs in their learning • Know the difference between support & dependence • Have knowledge of Safeguarding responsibilities • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality 	<ul style="list-style-type: none"> • Recent Child Protection training
Skills	<ul style="list-style-type: none"> • Reliable, responsible & professional • Flexible, adaptable & conscientious • Ability to make and sustain effective working relationships • Ability to work well as a member of a team • Ability to contribute towards planning for and assessment of pupils including observations • Ability to set and maintain clear and consistent boundaries for pupils • Ability to model positive behaviours and learning strategies • Ability to maintain a calm approach under pressure • Ability to use own initiative • Confident to interact with parents • Work effectively in a class setting to support learning • Ability to liaise with SENCO to get the best possible outcomes for children 	<ul style="list-style-type: none"> • Understanding and commitment to Equal Opportunities • Willing to conform to policies & practices of the school • Willingness to undertake care needs • Willing to contribute fully to the life of the school. • Sense of humour