

## **Job Description**

<b>Job Title:</b>	1:1 Teaching Assistant
<b>Reports to:</b>	Vice Principal
<b>Grade:</b>	Future Schools Trust Scheme 3

### **PURPOSE OF JOB**

To work under the guidance of the class teacher and VP to support the teaching and learning in meeting the needs of the pupil across all areas of the curriculum and in implementing the EHCP.

### **PRINCIPAL ACCOUNTABILITIES**

#### **SUPPORTING THE SCHOOL**

- To be aware of school policies and procedures and follow the school's ethos.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To develop a knowledge of Literacy, Numeracy and other curriculum areas.
- To develop a knowledge of the Early Years Foundation Stage curriculum, where appropriate.
- To have an awareness of SEND and Inclusion in the mainstream setting.
- To support other staff where needed due to absence
- To identify personal in-service training needs and attend appropriate courses.
- To liaise with teaching and non-teaching staff with regard to preparation for, and working within, lessons.
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils.

#### **SUPPORTING THE TEACHER**

- To support teachers in promoting good behaviour of the individual pupil but also others within the classroom and across the school
- To support teachers in their delivery of a differentiated curriculum.
- To assist teachers in observing and assessing individual pupils.
- To identify or design suitable teaching materials to facilitate the learning of pupils.
- To provide regular feedback about pupil's progress.
- To liaise between pupil and teacher where appropriate.
- To assist teachers in the implementation of pupils' provision maps.
- Provide clerical/admin support.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each child.

## **SUPPORTING THE PUPIL**

- To establish a supportive and trusting relationship with pupil.
- To be aware of pupils' individual needs and the strategies most useful for addressing them.
- To help the pupil access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To motivate the pupil and build up their self-esteem.
- To help with the recording of work.
- To help develop organisation skills and help the pupil become an independent learner.
- To contribute to review meetings and monitoring procedures, where needed.
- To meet the physical needs of the pupil as required whilst encouraging independence.
- To follow any recommendations in children's behaviour/learning/care plans as directed by the class teacher and/or SENCo.
- A willingness to provide intimate care as and when necessary following the applicable policies and procedures as set out by FST

## **GENERAL DUTIES**

- To attend playground and lunchtime duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Principal from time to time.

## **HEALTH AND SAFETY POLICY**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **SAFEGUARDING POLICY**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

**ALL POSTS ARE SUBJECT TO AN ENHANCED DBS CHECK**