



## 1:1 Teaching Assistant Job Description

<b>Post Holder:</b>	
<i>The description of the duties, responsibilities and accountabilities for the post of Learning and Wellbeing Mentor at St Alphege CE Infant School have been set out in this job description.</i>	
Responsibility Areas	To work as a 1:1, assigned to a named child to fulfil the expectations of their EHCP or High Needs Funding Plan. To undertake the general duties of a Teaching Assistant.
Accountabilities	A Undertaking responsibilities as a Teaching Assistant
	B Specific duties linked to the needs of the named child.
	C Generic duties relevant to all members of staff.
Accountable to	Class Teacher Inclusion Leader Head of School Executive Headteacher
Main Duties	See attached information for detailed duties and responsibilities
Signed	Date:
Signed	<i>Executive Headteacher</i>



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### Area of Accountability: A

#### Undertaking responsibilities as a Teaching Assistant

To promote the vision and aims of St Alphege CE Infant School

- To follow all Child Protection and safeguarding policies and procedures to ensure the safety of the children in your care.
- To work under the direction of the class teacher and Inclusion Leader, following agreed lesson plans for both the indoor and outdoor curriculum.
- To support the teaching and learning of classes, small groups or individual pupils, using learning and support strategies appropriate to the needs of the pupils following both the indoor and outdoor curriculum.
- To provide support and guidance to other support staff.
- To contribute to the planning of teaching and learning for whole class and individual pupils on a short, medium and long-term basis through reflection, evaluation and discussion with the class teacher.
- To carry out agreed intervention strategies to ensure accelerated progress for any key pupils identified by the class teacher, or Inclusion Leader.
- To contribute to the development of Provision Plans and Provision Mapping where relevant.
- Under direction, develop and maintain resources to assist in teaching.
- To carry out play, or lunch duties alongside other staff as agreed by school policy and procedure.
- To contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Provision Plans where relevant.)
- To keep agreed records of interventions to inform the assessment of progress for groups and or individuals.
- To assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
- To contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and rewards policy and any related policies and procedures.
- To develop and maintain supportive relationships with parents, carers and other members of the pupil's community.
- To work collaboratively with other agencies and professionals, as necessary, including educational psychologists, specialist teaching and learning service and health professionals, to meet the personal and educational needs of individual pupils.
- To coach and train others, such as volunteers or new staff in successful strategies, especially as part of a transition plan for identified pupils.
- To contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies. This may include carrying out agreed daily hygiene routines, the administration of medicines, medical and dietary procedures and assisting pupils in eating at lunchtimes.



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- To lead specific aspects of teaching, learning and personal development, in the absence of the teacher (for example PPA) when required.
- To contribute to the organisation and agreed arrangements of the classroom environment.
- To develop and maintain professional knowledge and understanding, including contributing to and participating in CPD.



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### Area of Accountability: B

*Specific duties linked to the needs of the named child.*

Specific duties linked to the needs of the named child including:

- To liaise with external specialist services and school based specialists to ensure daily provision supports speech, language and communication needs.
- To ensure that the named child develops resilience in adapting to school routines and to support through the use of visual aids.
- To work with external specialist services and school based specialists to ensure reciprocal interaction is encouraged with both children and adults.
- To support appropriate social interactions with others, including the use of acceptable personal space.
- To respond to the needs of the child and recognise when they require social and emotional intervention.
- To liaise with external specialist services and school based specialists to ensure strategies are developed with the child to build resilience and develop strategies to manage situations that may cause distress.
- To support the development of fine and gross motor skills.
- To support the child with managing sensory integration needs.



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### Area of Accountability: C

#### *General duties relevant to all members of staff*

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

#### Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

#### Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

#### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

St Alphege CE Infant School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Alphege CE Infant School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.