

**1:1 TEACHING ASSISTANT (SEND)**

Post Holders Name:

Reports to: Inclusion Manager

Location: Victoria Road Primary School

Grade: Kent Range 3

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1. PURPOSE OF JOB

To work with and support an identified child with specified academic, physical and emotional/behavioural/medical needs on an individual basis under the direction and guidance of the Inclusion Manager and class teacher.

1. KEY DUTIES AND RESPONSIBILITIES
2. To work with a named child, as directed by the class teacher and/or Inclusion Manager, to support subjects and learning across the whole curriculum.
3. To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos.
4. To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively.
5. To assist the class teacher/Inclusion Manager with the planning, development and delivery of suitable programmes of work for the pupil.
6. To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
7. To provide welfare support to the child, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required.
8. To assist with general school duties which may include: a. Setting up classrooms, preparing resources and displays and tidying and clearing away b. Supervision of children during playtimes c. Supervision of children entering and leaving school premises.

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Meet TA standards

2.Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.

OTHER DUTIES: The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties

Agreed By ……………………………….Approved By ………………………………………..

Job Holder Manager

Person Specification - Teaching Assistant

The following outlines the criteria for this post.

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| **CRITERIA** | |
| **QUALIFICATIONS** | Level 2 or above Diploma (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | Ability to build positive relationships with young children.  Previous experience of working with children with SEND. |
| **SKILLS AND ABILITIES** | Numeracy and literacy skills  Basic IT skills  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |