

Crockenhill Primary School
JOB DESCRIPTION FOR TEACHING ASSISTANT/ 1:1 Support

Job Title: Teaching Assistant/1:1 Support

Line Manager: SENCo

Responsible to: Headteacher

Main Functions: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

- 1 To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instructions
 - Ensuring pupils are able to use equipment and materials provided
 - Motivating and encouraging the children within the class as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage pupils to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals and contributing to the planning and delivery of plans as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the class
- 2 To establish supportive relationships with all pupils
- 3 To promote the acceptance and inclusion of all pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 4 To give positive encouragement, feedback and praise to the children
- 5 To mark pupils' work under the direction of the class teacher
- 6 To support the use of ICT in learning activities and with specific programmes to support learning.
- 7 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- 8 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- 9 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.

10 To accompany teacher and pupils on educational visits.

11 To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT/DH/SENCO)

Date.....