

JOB DESCRIPTION

Teaching Assistant to work 1:1 with child with special needs

Line manager: Class teacher

Your **Terms and Conditions of Service** are those that are set out in your contract of employment.

Your duties will include:

Supporting the pupils
Supporting the teachers
Supporting the curriculum
Supporting the school community

Supporting the pupils

SEN support

- To organise and support the named child in all areas of the school
- To ensure the well-being of the child in your care and nurture their self esteem
- Follow the guidance of class teachers when involved in curriculum activities, seeking additional clarification when necessary
- Provide active support for learning activities working with the teacher to plan what you will do, when and how. Where required providing written assessments and review meetings which contribute towards an overall Teacher Assessment or review of provision
- Know and understand all aspects of the child's individual targets and play a proactive role in supporting them in meeting their targets
- Develop resources for a specific purpose, where appropriate.
- Maintain up to date records (written or electronic) for pupil progress/ concerns/ achievements/behaviour
- Contribute relevant verbal or written information to an SEN review meeting
- Act as a liaison between the class teacher and parents by keeping them well informed of progress towards targets and any concerns that may be impacting on progress
- Follow any specialist therapy plans as instructed

General

- Supporting all pupils in their learning as directed by the class teacher
- Reinforcing the behaviour policy in the school, our Christian values and school ethos
- Encouraging children to respect each other and their property
- Assisting children with their physical needs as appropriate
- Helping children use appropriate resources
- Caring for a child who is unwell, who requires support or who needs assistance
- Support the whole school community

Supporting the teachers

- Working with directed groups/ individuals
- Monitoring children's individual needs and reporting this to the designated teacher as appropriate.
- Organising and preparing resources
- Photocopying, replenishing resources and assisting with classroom management
- To assist in maintaining an attractive teaching environment

Supporting the curriculum

- Participating in appropriate curriculum training
- Helping to maintain a calm working environment
- Reinforcing what the teacher has said e.g. the learning intention

By carrying out these duties to the best of your ability you will be supporting the ethos of this school.

The school will:

- Provide a calm supportive working environment
- Support your training requirements (reviewed annually as part of Performance Management Policy)
- Arrange for a mentor to support your induction period

PERSON SPECIFICATION

Level 2

Essential

Qualifications

- A good level of English, Maths and ICT
- A Childcare qualification would be desirable although not essential

Experience/Knowledge

- Proven successful experience of working with children in an educational setting
- Experience of working with children with additional needs especially those with a speech and language difficulty
- Have an understanding of how children learn
- Knowledge and understanding of the importance of the school's Health and Safety policy especially around safeguarding

Skills and abilities

- Be enthusiastic
- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills
- Well organised and practical
- Ability to diffuse conflict
- Adaptable and flexible
- Calm under pressure
- Able to form and maintain a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with children and parents
- Able to organise and deliver classroom activities
- Able to implement a range of Teaching and Learning strategies
- Able to deal with sensitive information in a confidential manner

Additional factors

- Have a caring and positive nature
- Prompt and reliable
- Prepared to undergo training appropriate to the post
- Work in line with the school's behaviour policy
- Work within the guidelines of the Safeguarding Children and Young People's policy
- Willingness to attend and participate in meetings to review pupil progress
- Ability to monitor and evaluate pupil performance