



JOB TITLE: TEACHING ASSISTANT – ONE TO ONE SUPPORT

General Information

Purpose of Job

To work under the instruction/guidance of Class teacher and SENDCo to support a named pupil with an EHCP, by undertaking work/care/support programmes, to enable access to learning for that pupil. In doing so, will apply specialist skills and knowledge in the supervision of the named child with her physical and other special educational needs.

Specific Duties

Support for Named Pupil

1. Supervise and provide particular support for a named pupil, ensuring their safety and access to learning activities and attending to the pupil's personal requirements, intimate care and physical care needs on a daily basis.
2. Understand and implement school policies to ensure that these policies are followed effectively e.g. personal care policy, fire procedures, Health and Safety, safeguarding, manual handling
3. Establish a good relationship with this pupil, acting as a role model and being aware of and responding appropriately to their needs.
4. Promote the inclusion and acceptance of the pupil.
5. Encourage the pupil to interact with others and engage in activities led by the teacher.
6. Encourage the pupil to act independently as appropriate.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment for the pupil, as directed for lessons, clear away afterwards as necessary. Also assist with the display of pupil's work.
9. Be aware of the pupil's specific problems/progress/achievement and report to the teacher as agreed.
10. Assist with the planning of learning activities.
11. Undertake the pupil's record keeping as requested.
12. Gather /report on information from/to parents/carers as directed.
13. Support the teacher in managing the pupil's behaviour, reporting difficulties as appropriate.
14. Provide clerical/admin support, e.g. photocopying, preparation work if necessary for the pupil.

Support for the Curriculum

15. Support the pupil to understand instructions.

16. Support the pupil in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher/SENDCo then recording achievement and progress and feeding back to the teacher/SENDCo as appropriate.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
18. Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity for this pupil, as directed by the teacher/SEN Co-ordinator.

Support for the School

19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. Contribute to the overall ethos/work/aims of the school.
22. Appreciate and support the role of other professionals.
23. Attend and participate in relevant meetings as required.
24. Participate in training and other learning activities and performance development as required.
25. Assist with the supervision of pupils out of lesson times when required.
26. Accompany teaching staff and the pupil on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Supervision Arrangements

Pupil Teaching Assistant will be supervised by the Class Teacher and under the direction of the SENDCo. If the class teacher is absent the Teaching Assistant will be supervised by the SENDCo or the Headteacher.

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The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Experience

1. Experience working with children of relevant age.

Qualifications/Training

2. Good numeracy/literacy skills.
3. Willingness to undertake the DfES Teacher Assistant Induction programme.
4. NVQ 2/3 for Teaching Assistants or equivalent
5. Training in the relevant learning strategies, such as literacy, etc.
6. Appropriate first aid training or a willingness to undertake relevant training.

Knowledge/Skills

7. Ability to use ICT effectively to support learning.
8. Ability to use other equipment technology, e.g. video, photocopier.
9. An understanding of relevant policies/codes of practice and awareness of relevant legislation.
10. A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.
11. A basic understanding of principles of child development and learning processes.
12. Ability to self-evaluate learning needs and actively seek learning opportunities.
13. Ability to relate well to children and adults.
14. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
15. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.