



Job Description for Teaching Assistant (1:1 support)

Reporting to the Inclusion Manager

PURPOSE OF JOB

- To safeguard the identified child at all times.
- To support the child through epileptic seizures through close supervision of pre-warning signs, monitoring/tracking seizure activities, supervising recovery periods and periods of more challenging behaviour and liaise with the parents on this.
- To work with the class teacher/Inclusion Manager to support outstanding progress for the identified child.
- To follow the school's Behaviour for Learning Policy to promote excellent learning behaviours for the identified child.
- To communicate the school's vision of 'aspire, believe, create and achieve' by placing the child at the centre.
- To lead by example – using the school's Character Strengths as a day-to-day resource.
- To support the class teacher/Inclusion Manager to ensure classroom environments provide outstanding support for the identified child.
- To support the class teacher/Inclusion Manager to ensure high-quality resources are available for the identified child.
- To support the identified child to make progress towards targets as outline in their Education, Health and Care Plan (EHCP).

MAIN RESPONSIBILITIES

SUPPORTING LEARNING

- To work with the identified child, and when appropriate, small groups – on specific activities under the guidance of the class teacher and/or other lead person.
- To prepare and assist in the preparation of the classroom, resources, equipment and computers for use by the identified child.
- To assist the class teacher to supervise and support child's SEN Support Plans and EHCP.
- To assist with work programmes, written observations and records on the identified child's progress.
- To support the identified child in physical activities (PE, drama etc) as required.
- To support learning through a personalised, child-led multi-sensory approach.

SUPPORTING BEHAVIOUR

- To use the school's Behaviour for Learning Policy and guidance to support the identified child to engage in learning in a positive, meaningful way.
- To apply the principles of positive handling to support challenging behaviour.
- To accompany the identified child on school outings as necessary.

COMMUNICATION

- To pass on information about the identified child's personal and educational needs to parents, the class teacher and other staff as appropriate.
- To contribute to team meetings and review meetings.

SUPPORTING CHILD WELFARE

- To follow the school's Child Protection Policy to ensure the safety of all children, using CPOMS and reporting any concerns to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.
- To attend to intimate care when the identified child needs assistance with tasks such as toileting, washing and changing.
- To attend to minor accidents, where appropriate training has been given, and supervising an unwell identified child when appropriate.
- To attend to more serious medical needs such as epileptic seizures including monitoring/tracking, recovery periods and communicating with parents
- To maintain the health and safety of all children and colleagues by assisting in maintaining a clean and tidy environment, and reporting any hazards that cannot be dealt with without help.

- To take responsibility for the storage/maintenance and care of resources.

CONTINUING PROFESSIONAL DEVELOPMENT

- To undertake training and attend INSET days in accordance to contractual requirements.
- To take an active role in own Performance Management, training and development.

OTHER DUTIES

- To support the school's/Borough's Equal Opportunities policies.
- To assist with any other duties of a similar level of responsibility as required by the Headteacher.

PERSONAL SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SAFER RECRUITMENT			
Committed to ensuring all children in our school are kept safe	✓		APPLICATION FORM INTERVIEW
Enhanced DBS check	✓		RECRUITMENT CHECKS
EQUAL OPPORTUNITIES			
Committed to ensuring that all members of our school community can achieve excellence	✓		APPLICATION FORM INTERVIEW
QUALIFICATIONS AND EXPERIENCE			
Experience of working in a school	✓		APPLICATION FORM INTERVIEW
Experience of supporting a child in a 1:1 capacity		✓	APPLICATION FORM INTERVIEW
Good written communication skills	✓		APPLICATION FORM
Good oral communication skills	✓		INTERVIEW
GCSEs (or equivalent) in English and Maths	✓		APPLICATION FORM
Good ICT skills (eg. Microsoft packages)		✓	APPLICATION FORM INTERVIEW
SUPPORTING LEARNING			
Ability to lead learning activities with groups of children	✓		TASK
Ability to explain what children have learnt	✓		INTERVIEW
Contribute to SEN Support Plans		✓	APPLICATION FORM INTERVIEW
Knowledge of different stages of primary education		✓	APPLICATION FORM INTERVIEW
BEHAVIOUR MANAGEMENT			
Able to maintain a positive learning environment	✓		INTERVIEW TASK
Knowledge of positive strategies to promote excellent learning behaviours		✓	INTERVIEW
COMMUNICATION			
Experience of attending staff/team meetings		✓	APPLICATION FORM
Strong communication with teachers	✓		APPLICATION FORM INTERVIEW
Under the need to maintain appropriate confidentiality	✓		APPLICATION FORM INTERVIEW
SUPPORTING CHILD WELFARE			
First Aid training		✓	APPLICATION FORM
SELF DEVELOPMENT			
Commitment to own professional development	✓		APPLICATION FORM INTERVIEW