



Teaching Assistant 1:1

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Job Title	Teaching Assistant 1:1
Reporting To	Headteacher
Job Purpose	<ul style="list-style-type: none">• To assist in providing a more effective teaching programme for a named pupils under the direction of the SENDCo.
Responsibilities	<ul style="list-style-type: none">• To work on individual plans and programme with the children under the direction and guidance of the class teacher and in accordance with the SENDCo• To ensure you are aware of the plans and programmes prior to entering the classroom, to read the planning provided by the class teacher in advance.• To assist the class teacher in delivering the curriculum to a specific pupil with complex needs.• To provide the teacher and SENDCo with detailed feedback on the child's progress to inform the next stage of planning.• To assist in supervising the child at break-times and meal-times as required by their needs.• To support the teacher in the implementation of the rules and policies of the academy• To provide written information of review meetings, in some cases to attend.• To participate in school activities and attend staff meetings and training courses as required.• Work with other professionals, such as speech therapists and occupational therapists, as necessary• Support pupil(s) with emotional or behavioural problems and help develop their social skills• To complete the record of their performance management s carried out by the SENDCo
Administrative Duties	<ul style="list-style-type: none">• Prepare and present displays of pupils' work• Support class teachers in photocopying and other tasks in order to support the learning of a specific pupil• Undertake other duties from time to time as the head teacher requires



Standards & Quality Assurance	<ul style="list-style-type: none">• Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.• Set a good example in terms of dress, punctuality and attendance• Attend team and staff meetings as required• Undertake professional duties that may be reasonably assigned by the head teacher• Be proactive in matters relating to health and safety• To meet the requirements of the Teaching Assistants standards
Other Duties and Responsibilities	<ul style="list-style-type: none">• Assisting the pupil on arrival and departure from school, if required .• Supervising the pupil as they move about the school between sessions, if required.• Supervise the pupil at break times• To report any concerns to the class teacher.• To maintain confidentiality• To undertake such duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.



Person Specification

	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Good basic literacy, numeracy and computing skills • A good understanding of child development and behaviour management 	<ul style="list-style-type: none"> • NVQ level 2 or proven equivalent • Undertaken further professional qualifications • A qualification in childcare or education • Paediatric first aid
Experience	<ul style="list-style-type: none"> • working successfully and co-operating as a member of a team • managing pupil behaviour • supporting children with SEND 	<ul style="list-style-type: none"> • experience of working with children with SEND • teaching experience in more than one school/academy • experience of working with EAL pupils • experience of working with outside agencies • knowledge of safeguarding procedures and other relevant policies, codes of practice and legislation
A Commitment to Education & Teaching	<ul style="list-style-type: none"> • wishing to work within a Catholic Academy and be sympathetic to the Catholic ethos • be willing to support the teaching of R.E. and attend collective worship to meet the expectations of the Academy's governing body • establishing and maintaining good professional relationships with pupils, parents and colleagues • ability to modify or adapt activities (as agreed with the class teacher) to achieve learning outcomes • setting high expectations of all pupils and be committed to raising educational achievement 	<ul style="list-style-type: none"> • Experience in a Catholic School/Academy



<p>Knowledge & Understanding</p>	<ul style="list-style-type: none"> the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and Inclusion how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident An understanding of the issues relating to pupils who have special educational needs 	<ul style="list-style-type: none"> working within a Catholic School/Academy community, linking with parishes and the Religious and teaching the 'Come and See' programme a good understanding of the needs of pupils with special educational needs including behavioural issues an understanding of strategies used for monitoring the quality of teaching and learning, pupil outcomes and the quality of provision the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation, differentiated schemes of learning and learning strategies) statutory National Curriculum requirements at the appropriate key stage and evidence of a good general knowledge and understanding of the National Curriculum and Renewed Primary Framework
<p>Skills</p>	<ul style="list-style-type: none"> promote the Academy's aims positively, and use effective strategies to enhance motivation and morale establish and develop a sound professional relationship and affinity with a class of pupils create a positive, challenging and effective learning environment be able to work under pressure whilst maintaining a positive, professional attitude have good interpersonal skills and the ability to work collaboratively to develop sound professional relationships establish and develop appropriate relationships with parents, governors and the community communicate effectively (both orally and in writing) to a variety of audiences be able to organise and prioritise workload and work on own initiative Be able to handle difficult situations / conflict 	<ul style="list-style-type: none"> develop strategies for creating community links experience of developing school policy documentation, subject improvement, schemes of work and assessment.



Personal Characteristics	<ul style="list-style-type: none">• knowledgeable and highly competent• approachable, caring and empathetic• reliable and honest• creative and enthusiastic• organised, efficient and resourceful• reflective and flexible• committed and driven• inspiring• willing to learn• able to manage time and meet deadlines• professionalism, sensitivity and discretion• an ability to remain positive and enthusiastic when working under pressure• have stamina and resilience	<ul style="list-style-type: none">• A sense of humour• Be positive and forward thinking• Be able to work on own initiative within the school framework and ethos• Possess an awareness of the ethos of a Catholic Academy and the contribution this makes to the mission of the Church.
Special Requirements	<ul style="list-style-type: none">• undergo an enhanced DBS check• Be available for some out of hours working, such as Parents' Evening, Governors' Meeting by request and other in-service commitments.	<ul style="list-style-type: none">• A practising Roman Catholic