

## JOB DESCRIPTION

<b>Job Title</b>	1:1 Teaching Assistant
<b>Grade</b>	Grade 4 – Scp 7-9
<b>Responsible to</b>	Head of Inclusion / Head of School

### Job Purpose:

- To work under the instruction and guidance of teaching and senior staff to undertake support programmes for a child with an EHCP. Work may be carried out in the classroom or outside the main teaching area and at times may also be to assist other children. This position is to provide 1:1 support for a child with an Education, Health and Care Plan on condition of the child remaining at Turnham Academy working as part of the Inclusion Team.
- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes and management/preparation of resources with individuals/groups, in or out of the classroom including lunch time.

### Key Accountabilities:

#### Support for pupils

- Supervising and providing particular support for pupils; including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

#### Support for teachers

- Being aware of pupil needs, barriers to learning, progress and achievements and working closely with the teacher/SENCo as agreed.
- When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Preparing the classroom as directed for lessons and clearing afterwards and assisting with the display of pupil's work.
- Undertaking pupil record keeping as requested
- Gathering, reporting information from and to parents/carers as directed.
- Providing clerical and administrative support, e.g. photocopying, typing, filing etc.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

### **Support for the curriculum**

- Supporting pupils in respect of local and national learning strategies e.g. Maths, English, early years, as directed by the teacher, SENCo and specialist professionals.
- Supporting pupils in using basic ICT as directed.
- Supporting pupils to understand instructions.
- Preparing and maintaining equipment and resources as directed by the teacher/SENCo and assisting pupils in their use.
- Using appropriate systems to support the child's communication.

### **Support for the school**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.

### **Safeguarding commitment**

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### **Personal Development**

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### **Commitment to Equality and anti-racism**

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Commitment to Diversity**

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### **Green Statement**

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### **Data Protection**

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

**Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

**Health & Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

**Job Title:** 1:1 Teaching Assistant

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Education &amp; Qualifications</b>					
Good numeracy/ literacy skills	✓		✓	✓	
NVQ 3 for Teaching Assistants or equivalent qualifications or experience		✓	✓	✓	
Training in the relevant learning strategies e.g. English, Success For All (SFA)		✓	✓	✓	
First Aid Training as appropriate		✓	✓	✓	
<b>Knowledge &amp; Understanding</b>					
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✓	✓	✓	
General understanding of national/foundation stage curriculum and other basic learning		✓	✓	✓	

programmes/strategies					
Basic understanding of child development and learning	✓		✓	✓	
<b>Skills &amp; Experience</b>					
Previous experience working on a 1:1 basis with a child with an Education, Health & Care Plan	✓		✓	✓	
Previous experience working as a teaching assistant or working with groups of children	✓		✓	✓	
Effective use of ICT to support learning		✓	✓	✓	
Use of other equipment technology – iPad, photocopier		✓	✓	✓	
<b>Personal Skills and Attributes</b>					
Ability to self-evaluate learning needs and actively seek learning opportunities		✓	✓	✓	
Ability to relate well to children and adults	✓		✓	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities	✓		✓	✓	

and your own position within these					
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