



1:1 TEACHING ASSISTANT – GRADE 2 Plus SEN Allowance

Salary Scale Range: Grade 2

Main Purposes of Role:

Teaching & Learning:

- Assist in the educational and social development of the pupil(s) under the direction and guidance of the Head Teacher, SENDCO and class teachers.
- Assist in the implementation of Individual Provision Maps (IPMs) for the pupil(s) and help to monitor their progress.
- Provide support for individual pupil(s) inside and outside the classroom to enable them to fully access an appropriate curriculum suited to their need.
- Work with other professionals/outside agencies as necessary to deliver programmes devised as appropriate by these agencies.
- Assist the class teacher with maintaining pupil records.
- Work closely with the parent/carer of the pupil(s) to ensure a collaborative approach.
- Assess the needs of the pupil to support their learning in a timely manner.
- Establish productive working relationships with the pupil, acting as a role model and setting high expectations.
- Support the pupil(s) consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to the pupil(s) in relation to progress and achievement.
- In the absence of the named child, take on the role of class TA

Administrative Duties:

- Prepare resources to support the pupils' IMP and other learning needs as necessary as on a day to day basis.
- Organise and manage appropriate learning environment and resources.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Support for the School:

- Comply with and assist with the development of policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/values/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend meetings/training days as required.

Other duties and responsibilities:

- Greet/Assist the pupil(s) on arrival and departure to/from school on a daily basis
- Liaise with parent/carer on a daily basis
- Oversee unstructured time for the pupil including break time and lunchtime where needed

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE:

- Liaise between the Head Teacher, teaching staff and other teaching assistants.

Contacts:

In all contacts the post holder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Internal: Head Teacher, Class Teacher, other Teaching Assistants and pupils

External: Parents, Governors and other professional groups

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

**RED HILL CE PRIMARY SCHOOL
PERSON SPECIFICATION**



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Qualifications	Essential	Desirable
Experience/Training	<p>Excellent Numeracy/Literacy skills – equivalent to GCSE grade c or above/NVQ Level 2 in supporting teaching & learning or equivalent.</p> <p>Experience working/supporting children with specific needs</p> <p>Experience of leading/being involved in whole school nurture strategies</p> <p>Evidence of ongoing professional development</p>	<p>Experience in working with Looked After/SEND children.</p> <p>Experience/understanding in Attachment/Trauma informed/Thrive approaches.</p> <p>Positive Handling training.</p>
Experience/Knowledge	<p>Experience of working with children of primary age in a learning environment.</p> <p>Experience of working with a variety of SEND</p> <p>Experience of different teaching/learning approaches</p> <p>Experience of working with/implementing an Individual Provision Map</p> <p>Experience of planning and delivering quality first teaching which engages children from the start of learning sequences</p>	<p>Experience of delivering quality intervention for a small group/individual.</p>
Skills/Abilities	<p>Good understanding of child development and learning processes.</p> <p>Good understanding of children with SEND</p> <p>Ability to relate well to children and adults.</p> <p>Ability to manage behaviour effectively.</p> <p>Ability to recognise the need for timely intervention.</p>	

	Able to work constructively as part of a team, understanding classroom roles and responsibilities and his/her own position within these.	
Personal qualities	Reflective Sense of Humour Hardworking Passionate Team player	