

JOB DESCRIPTION

Job Title:	SEN/PP 1:1 Teaching Assistant (TA1)
Directorate/School:	Children, Families and Communities
Hours:	30 hours per week (to include 30 minutes unpaid lunchbreak) Monday to Friday 8.30am to 3.30pm (term time only - plus training days)
Grade:	Range from pro rata (fte) per annum
Closing Date:	25 th September 2026
Reporting To:	Headteacher
Responsible For:	Pupil under their care

Upton-upon-Severn CofE Primary School are currently recruiting an enthusiastic and experienced teaching assistant supporting in and out of the classroom providing extra support for an individual child to facilitate their learning and development.

JOB PURPOSE

This role includes helping to manage an individual pupil who needs extra support and care and helping them to reach their full social, behavioural and academic potentials. To be an ideal candidate for this role, you will need to be empathetic, calm and patient. Strong communication skills and an understanding of early year's language development, are also important in order to support the pre-school pupil. As well as being challenging, this role will also prove to be rewarding as you will be able to play an active role in making a difference in the pupil's progress.

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction of and within an education plan provided by the classroom teacher:

- Support a child with additional needs
- Working with smaller groups of children and one-to-one.
- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of an individual pupil
- Use specialist skills to undertake those activities to foster the intellectual and social development of the pupil.
- Within competence to assist the teacher in the delivery of interventions and individual programmes.
- To monitor and report the individual pupil's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for the individual pupil.
- To display and present the pupil's work.
- To prepare and organise teaching resources for lessons and activities including the checking and maintaining of classroom equipment including control of stock of specialist resources.
- Contributing to the formulation of Individual Provision Maps (IPM) including attendance at SEN reviews and other meetings relevant to the service/pupil's needs.
- To assist the teacher in liaising with parents and professionals.
- To assist at an appropriate level with the provision of general care and welfare of the pupil including:
 - (i) assisting with the pupils injuries and, where qualified, administering basic first aid;
 - (ii) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (iii) to assist with the identification and monitoring of children's general health and welfare.
- To be flexible, cover for TA colleagues at short notice and be able to respond to the needs of children across the early years unit
- Undertake relevant training as required.

- Understand and implement school child protection procedures and comply with legal responsibilities.
- Comply with the requirements of the Health and Safety at Work Regulations. Take reasonable care for the health and safety of yourself and for others affected by your work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- 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.
- Carry out other tasks as the Head teacher may reasonably require.

QUALIFICATIONS REQUIRED (ESSENTIAL)

Qualified Status NVQ Level 2

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

Classroom teacher/designated supervisor.

PRINCIPAL CONTACTS

Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.
SENDCo

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

SEN & PP 1:1 Teaching Assistant (TA1)

Person Specification

Criteria	Essential	Desirable
Experience	- Supporting pupils in Early years (pre-school age range) - Working in a similar environment	
Skills and attributes	- Effective oral and written communications - An understanding of the developmental needs of pre-school children - Evidence of specialism in managing complex behaviour of pre-school children - Suitability to work with young children - Able to form and maintain appropriate relationships and personal boundaries with children and young people - Positive attitude to the use of authority and maintaining discipline - Understanding of the speech and language development needs of pre-school children - Ability to maintain strictest confidentiality and integrity at all times - Ability to encourage high standards of pupil behaviour at all times	- Experience of working with children with SEN is beneficial - Strong knowledge of behaviour management is key - Sensitivity in collaborative work with colleagues within and outside the school - Ability to be flexible in order to create effective solutions
Personal qualities	- Ability to use judgement and common sense - Approachable - Ability to prioritise - Ability to work on own initiative - Ability to work as part of a team - Ability to work in partnership with parents and teachers - Ability to deal with sensitive information in a confidential manner - Excellent personal organisation and self-motivation - Commitment - Reliable and trustworthy - Flexible approach to work - Flexibility to commit to additional hours if required - Honest - Ability to be sensitive to the needs of others - Ability to be supportive - Professionalism - A sense of humour, warmth, energy, stamina and resilience - Being emphatic, calm, patient and confident - High standards of personal appearance	An enthusiasm for challenge, development and innovation
Education and qualifications	- Minimum NVQ Level 2 - Good IT, numeracy and literacy skills - Willingness to undertake further professional development	- Recognised first aid certificate - Safeguarding training - Team Teach training

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment