



One to One Teaching Assistant Job Description

Job title: Teaching Assistant / One to One

Salary: S3 point 1, pro-rata starting salary £15,313 (FTE £21,269 - £21,776)

Hours: Monday – Friday, 30 hours per week, 08:50 – 15:20 with 30 minute lunch break / 39 weeks per year, term time only

Job Purpose: To support teachers in ensuring access to the curriculum for a particular student/students with learning and additional needs.

Accountable to: The Headteacher

Responsibility – To work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Under the direction of the teacher:

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them accordingly to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities directed by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence

Support for the pupils:

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff
- Carry out routine tasks to organise and maintain the learning environment
- Ensure all well-being, behaviour and personal development of pupils
- Carry out personal care routines as appropriate
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs)
- To administer First Aid/MAPA and keep up-to-date with training, as agreed with the Headteacher

Support for the teachers:

- Create and maintain a purposeful, supportive environment, in accordance with long term goals and assist with the display of pupils work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with and set up learning activities
- Provide detailed and regular feedback to teacher on pupils achievement, progress, problems etc. using IT equipment
- Promote good pupil behaviour, dealing promptly with any issues and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide resource/admin support e.g. making resources, photocopying, typing, filing, money

- Be adaptable, flexible and fun
- Take direction and work on your initiative on a daily basis
- Supervision of pupils during unstructured times such as, break, lunch time, meet and greet

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies
- Support the use of IT in learning activities and develop pupils competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the learning goal/relevant learning activity and assist pupils in their use

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference; ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate, respect and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Take an active part within the staff team
- Closely adhere to attendance and absence policy

Professional meetings and training:

- There is the expectation that all teaching assistants will be actively involved in professional development. This may include attendance at regular meetings with the organisation, half termly attendance at whole staff meetings (for which there will be pay) and INSETs.
- All support staff will be subject to an annual appraisal of their work and new targets will be set that support professional development and the school's development plan.

Safeguarding Statement:

Woodfield School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.