



Barrow Hedges Primary School

SINGLE STATUS JOB DESCRIPTION

JOB TITLE: 1:1 TEACHING ASSISTANT

General Information

Purpose of Job

To work under the instruction/guidance of Class Teacher and Inclusion Leader to support a named pupil with a Statement of Special Educational Needs or Education Health and Care Plan, by undertaking work/care/support programmes, to enable access to learning for that pupil. Work to be carried out in the classroom or outside the main teaching area at designated work stations or appropriate settings within the school (e.g. EYFS area).

Specific Duties

Support for Named Pupil

1. Supervise and provide particular support for a named pupil, ensuring their safety and access to learning activities and attending to the pupil's personal needs, including speech & language.
2. Assist with the development and implementation of related personal programmes, including health, social, physical, hygiene, first aid and welfare matters.
3. Establish a good relationship with this pupil, acting as a role model and being aware of and responding appropriately to their needs.
4. Promote the inclusion and acceptance of the pupil.
5. Encourage the pupil to interact with others and engage in activities led by the Teacher.
6. Encourage the pupil to act independently as appropriate.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment for the pupil, as directed for lessons, clear away afterwards as necessary. Also assist with the display of pupil's work.
9. Be aware of the pupil's specific problems/progress/achievement and report to the Teacher as agreed.
10. Assist with the planning of learning activities.
11. Undertake the pupil's record keeping as requested.
12. Gather /report on information from/to parents/carers as directed.
13. Support the Teacher in managing the pupil's behaviour, reporting difficulties as appropriate.

14. Provide clerical/admin support, e.g. photocopying, preparation work, collecting money etc. if necessary for the pupil.

Support for the Curriculum

15. Support the pupil to understand and follow instructions.
16. Support the pupil in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the Teacher/Inclusion Leader, then recording achievement and progress and feeding back to the Teacher/Inclusion Leader as appropriate.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
18. Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity for this pupil, as directed by the Teacher/Inclusion Leader.

Support for the School

- 19.. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. Contribute to the overall ethos/work/aims of the school.
22. Appreciate and support the role of other professionals.
23. Attend and participate in relevant meetings as required.
24. Participate in training and other learning activities and performance development as required.
25. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.
26. Accompany teaching staff and the pupil on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher.

Supervision Arrangements

The 1:1 Teaching Assistant will be supervised by and under the direction of the Class Teacher and the Inclusion Leader. If the Class Teacher is absent the 1:1 Teaching Assistant will be supervised by the Inclusion Leader or Headteacher.