



HALLFIELD SCHOOL

JOB DESCRIPTION

JOB TITLE:	1:1 SEND Teaching Assistant (assigned to specific student)
SALARY/ GRADE:	£22,294 - £23,404 - Dependent on experience, skills, and qualification
WORK PATTERN:	Monday – Friday, 8:00 – 16:30 with 30 - minute unpaid lunch. This equates to 40 hours per week; term time only
REPORTING TO:	Deputy Head: Head of Seniors & Head of Learning Success
ACCOUNTABLE TO:	Head Master

Ethos

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that in the role of 1:1 SEND Teaching Assistant you will fully support the teaching staff, both in the classroom and when supervising children in a cheerful and enthusiastic manner and as a positive and professional role model.

Job Purpose

To assist in promoting the learning and personal development of the specific pupil assigned to you for 1:1 support, enabling them to access learning opportunities and thrive emotionally, socially, and academically.

Statement of Responsibilities

- To have due regard for the education of all pupils in accordance with the school's aims and objectives as laid down by the:
 - a) Staff policies and staff handbook
 - b) Website
 - c) School's curriculum and policy documents

d) Code of conduct

- To share in the corporate responsibility for the welfare and positive behaviour of all the pupils attending Hallfield School with due regard for the requirements laid down in the:
 - a) Behaviour policy
 - b) Safeguarding & Child Protection Policy
 - c) Pastoral documents
 - d) Health and Safety policies
 - e) Anti-Bullying policy

General Responsibilities

- To be supportive of the school's ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures, and backgrounds.
- To promote the agreed vision and aims of the school.
- To support the development and effectiveness of teamwork within the school environment through developing and maintaining positive working relationships with other professionals.
- To apply the school's policies consistently.
- To contribute to creating displays as directed.
- To attend staff meetings and year group meetings when required.
- To attend assemblies when required.
- To attend parent's evenings when required/meet with parents to share feedback development information.
- To support the wider life of the school attending open days and other school events.

Responsibilities Specific to the Role

- Provide dedicated 1:1 support to a specific student with SEND, establishing a supportive relationship with both the child and their parents.
- Support the student's academic, emotional, and social development.
- Encourage academic and social engagement, independence, and positive behaviour.
- Work closely with the class teacher to understand the lesson plans and create and adapt learning materials, activities, and study skills to meet individual needs and support access to learning.
- Collaborate with the class teacher and Head of Learning Success to implement support strategies.
- Ensure parents are actively involved and kept informed, arranging parent meetings as and when required.
- Keep and maintain records and reports, monitor progress, and provide detailed and regular feedback as directed to teachers, other professionals, and parents on pupils' achievement, progress, and other matters.
- To provide regular feedback on the student's learning and behaviour to the class teacher and Head of Learning Success, including the effectiveness of the learning strategies and activities/
- Encourage social interactions and emotional growth through group activities, promoting social and emotional development.

- Run small group and 1:1 intervention sessions to aide both their learning and social development, using group dynamics to promote group effectiveness and support both group and individual performance.
- Support the teacher with classroom resources and ensure the pupil is able to access equipment and materials needed.
- Assist in the assessment processes as directed.
- Supervise pupil activities throughout the school day in accordance with duty rotas, supporting meal times as and when directed.
- Encourage, feedback and praise to reinforce and sustain student's efforts and develop self-reliance and self-esteem.
- Act as a role model, setting clear boundaries and setting expectations in accordance with school policies and procedures.
- Support the class teacher by being present during co-curricular activities and accompanying on educational visits, school trips, including supporting residential visits applicable to the specific pupil.
- To willingly take part in CPD offered by the School to further knowledge and skills of working with a child with additional needs, and proactively research and make suggestions for training.
- To potentially support in the provision of wrap around care supporting breakfast club, afterschool care as required.
- Establish and promote positive productive relationships with pupils and promote inclusion.
- To support the welfare of the pupils in accordance with agreed school policies and procedures including the administration of medicines, providing first aid, and supporting personal self-care reporting serious incidents to the School Medical Officer.

Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.
- **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with Hallfield School's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom

of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Hallfield School's policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Hallfield School's policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Signed: _____ *Head Master*

Date: _____

Signed: _____ *Post Holder*

Date: _____