## JOB DESCRIPTION - TEACHING ASSISTANT (1:1)

## 

## POST TITLE: 1:1 TEACHING ASSISTANT (TA)

**POST GRADE**: Scale 3 14-17

**RESPONSIBLE TO**: Principal/SENCO

**Job Title: 1:1 Support Assistant**

**Job Purpose:**

To support the learning and provide for the care and welfare of a child with special educational needs, on a 1:1 basis in the first instance and as part of a small group, under the direction of the class teacher and SENCO.

**Main Duties / Responsibilities**

SUPPORT FOR STUDENTS

* Provide care and support inside and outside the classroom for one individual child during the school day
* To support with routines and physical care of one individual child, including health and physical care
* Develop close, caring and purposeful relationships with target child
* Assist child’s personal development with appropriate support for self- esteem and well-being through verbal and non-verbal strategies
* Work with individual child on a 1:1 basis to access provision in the classroom
* Provide support for the safety of the child ensuring equipment is accessible and appropriate
* Work with individual child on a 1:1 basis to develop literacy, numeracy and social skills
* Assist with the child’s personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher’s overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
* Provide officially designated behavioural and health therapy sessions for specified child
* Accompany child with specific difficulties on trips or visits and provide support with specialist equipment where appropriate
* Communicate with parents the success and needs of the child
* Take advice and work with other professionals who are supporting the needs of the child

SUPPORT FOR THE TEACHER

* Work with class teachers to deliver a differentiated curriculum
* Work with class teachers to ensure supported lessons providing differentiated material for child
* Support child’s learning in consultation with teachers during lessons
* Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all children where it will impact on the SEND child

SUPPORT FOR THE CURRICULUM

* Work with subject teachers to plan a differentiated curriculum:
  + Support child’s learning in consultation with teachers during lessons
  + prepare materials to assist the teaching of the child with the support and guidance of the SENCO and teachers to ensure differentiated material is available for child
  + assist with planning of learning activities
  + Support the Academy in evaluating their inclusive practice for SEND students

SUPPORT FOR THE SCHOOL / ACADEMY

* Be aware of and comply with Academy polices relating to child protection, health and safety, confidentiality and data protection
* Be aware of and support difference and ensure all SEND students have equal access to opportunities to learn and develop
* Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and SENCO to support the achievement and progress of the child

ADMINISTRATION

* Support the assessment procedures for the child to overcome barriers to learning
* Support the implementation of Individual Education Plans (IEPs) and Pastoral Support Plans
* Monitor and report on the implementation of IEPs and assist with record keeping
* Assist, as requested, in the preparation and review of IEPs by the SENCO
* Observe the implementation of these plans and their effect in the classroom environment
* Support the administration work of the Inclusion faculty including liaison with outside agencies
* Complete appropriate documentation in line with L.A. and Academy policy

RESOURCES

* Determine the need for, prepare and maintain general and specialist equipment and resources
* Help the child access specialist learning resources as required
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for the child
* Enrol on additional training that is necessary to provide full support for the child