



## Teaching Assistant 1:1

### JOB DESCRIPTION

The post-holder will be expected to work on a 1:1 basis with a child having special or particular needs, and groups of children, as directed. To also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

**Working hours:** Term Time Based Hours: 32.5 hours per week, 39 weeks per year. Working Days Monday to Friday– 08:30 – 15:30

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Salary Grade E Scale Point 7 **Full Time Equivalent** (£22,369) **Actual Salary** (£16,825)

### Terms and conditions of employment:

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### Job purpose:

The post-holder will be expected to cover lessons across the Academy as the need arises. They may also be asked to work with individual children and groups of children, as directed. The following does not represent an exhaustive list but gives an indication of the role

### Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### Key duties:

- To support the 1:1 requirements of a child with specific needs as directed by the SEN team
- To be part of a team, under direction of the teacher/HLTA/SENDCo
- To work alongside the teacher/HLTA to maintain a purposeful, orderly, supportive and safe environment
- To discuss, and follow, the teacher and HLTAs plan for the lesson/day/week/term/unit of work
- To cover for teacher absence when necessary
- To assist with the planning, organising and supervising of educational visits and outings
- To assist in delivery educational programmes

- To assist with the general management and organisation of children and development of resources/equipment which relate to the support of children
- To assist with the planning, organising and supervising of educational visits and outings
- Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, etc
- Clean and put away materials, equipment after use
- Tidy classroom and associated areas
- To make up and maintain resources
- Prepare work and notices for display purposes
- Assist with/arrange displays
- To work with and support groups of children on specific activities set by the teacher, such as IT skills, reading, writing, practical, creative, physical, recreational activities and environmental studies
- To assist with the supervision of children:
  - Within classroom settings and shared areas
  - During school assembly
  - AM and PM break times
  - On outings and educational visits
  - Using the cloakroom/toilets/washrooms
  - Changing before and after recreational activities
  - Not participating in an activity
- To assist children:
  - With toileting
  - With the attainment of personal hygiene skills
  - With the removal and replacement of clothing/footwear for PE
  - Who require cleaning and/or changing following sickness, soiling, etc
- To constructively help children to participate in activities and learning tasks by adapting and/or interpreting lessons and instructions accordingly and differentiating for children as required
- Guide and assist the development of children's social behaviour attitudes and skills as appropriate
- To assist, as directed, with the implementation of/implement specific learning and therapy programmes, eg speech and language

#### **Staff Development Responsibilities:**

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

#### **Other Duties:**

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to

- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.

#### **Student Support Duties:**

- To support the overall progress and development of students
- To ensure the Behaviour Management system is implemented in classes

#### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

#### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications</b>		
A good standard of education, eg 5 GCSE A*-C including English and Maths, or equivalent	A	
Qualification relevant to the position or equivalent	A	
<b>Experience</b>		
Experience relevant to the position	A,R	
Experience of prioritising workloads, time management and dealing with conflicting priorities	A,R	
Experience of working in a school, academy or other educational based background	A,R	
<b>Teaching and Learning</b>		
Excellent communication skills	R	
Flexible, proactive, positive approach to work	R	
Ability to deal sensitively and appropriately with confidential, personal information.	R	
Excellent interpersonal communication skills, including influencing skills	R	
<b>Knowledge</b>		
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	