



1:1 TEACHING ASSISTANT

Job Description and Person Specification

NJC LEVEL 6-11 - Provide targeted support to pupils with special educational needs (learning, behavioural, communication, social, sensory, or physical difficulties), including those with English as an additional language (EAL).
SUPPORT FOR PUPILS
• Hygiene, first aid and welfare matters; • Supervise and support pupils ensuring their safety and access to learning; • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs; • Promote the inclusion and acceptance of all pupils; • Encourage pupils to interact with others and engage in activities led by the teacher; • Encourage pupils to act independently as appropriate.
SUPPORT FOR THE TEACHER
• Assist with the preparation of learning materials, monitoring and reporting on pupil progress, and providing feedback to students under the teacher's guidance. • Be aware of pupil's needs/progress/achievements and report to the teacher as agreed; • Undertake pupil record keeping as requested; • Support the teacher in managing pupil behaviours, reporting any challenges as appropriate; • Gather/report information from/to parents/carers as directed;
SUPPORT FOR THE CURRICULUM
• Work under the guidance of the class teacher. Support individual pupils and small groups. • Support access to the curriculum on offer at Kingsway Primary School • Support pupils in respect of local and national learning strategies e.g. English; Maths, EYFS, as appropriate and as directed by the teacher; • Support pupils in using computing aids and computing equipment as directed; • Prepare and maintain equipment/resources as directed by the teacher.
SUPPORT FOR THE SCHOOL
• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop; • Contribute to the overall ethos/work/aims of the school; • Attend relevant staff meetings and CPD as required; • Participate in training and other learning activities and performance development as required.

Experience	Working with or caring for children of relevant age.
<u>Examples of recommended qualifications, knowledge and training requirements</u> (Identified through certification of qualification)	• Good numeracy/literacy skills; • Experience of leading a class on a cover basis. • Completion of DfES Teacher Assistant Induction Programme; • Participate in development and training opportunities; • To have attended basic TA training at a college of further education.
Knowledge/Skills (Identified through reference, letter of application and interview)	• Understanding of the relational approach; • Up to date knowledge of first aid; • Use basic technology – computer, video, and photocopier; • Ability to relate well to children and adults; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these; • To be aware of all school policies and procedures; • To have a good working knowledge of National Curriculum requirements, especially English, Maths and
Personal attributes (Identified through reference, letter of application and interview)	• Kind and caring attitude • Enthusiastic • Willing to learn • Patient • Committed to the school and the role • Team player • Ability to use initiative and be pro-active • Flexible • Sense of humour