

JOB DESCRIPTION

SCHOOL:	St Paul's CE Primary School
JOB DETAILS:	
Job Title:	One-to-One Teaching Assistant - Level 2
Grade:	Grade 2A 7-9
Directly responsible to:	Executive Headteacher / Head of School/SENDCO/Class Teacher / other employee within school
Directly responsible for:	
Hours of Duty:	32.5 hours per week, term time only
Summary of Role:	
<p>To work under the instruction/guidance of the SENDCO and class teacher, to provide specific work/care/support programmes. To enable access to learning for the SEN pupil in their care and to assist the teacher in the management of the pupil. Work may be carried out in the classroom or outside the main teaching area.</p>	
Main Duties and Responsibilities/Accountabilities:	
<u>Support for the Teacher & Pupil</u>	
1.	One-to-one support on a Year 5 SEN child.
2.	Assist with the planning of specific learning activities and support the pupil to achieve learning goals.
3.	Monitor the response of the pupil to learning activities and record achievements/progress as directed.
4.	Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting the pupil in their use.
5.	Provide detailed and regular feedback to teachers and SENDCO on the pupil's achievements, progress, problems etc.
6.	Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour.
7.	Establish constructive relationships with parents/carers.
8.	To be responsible for keeping and updating records as agreed with the teacher & SENDCO, through the monitoring and evaluation of pupil's responses to learning activities through observation of achievement against pre-determined learning objectives.

- 9. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.
- 10. Administer routine tests and invigilate exams, and accurately record achievement and progress.
- 11. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
- 12. Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS3, foundation etc. and feedback to the teacher.

Support the use of ICT in learning activities and develop pupil's competence and independence in its use.

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use.

General Tasks

- 1. 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.
- 2. Contribute to the overall ethos/work/aims of the school.
- 3. Attend and participate in relevant meetings as required.
- 4. To assist in meeting the physical care needs of students as required.
- 5. To provide clerical/admin support e.g. photocopying, typing, filing, collecting money, administer coursework etc.

Safeguarding

- 6. **The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.**

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

Prepared by:

Agreed by Postholder
