



JOB DESCRIPTION

Authority: West Berkshire Council	Location: Woolhampton Primary School
Job title: 1:1 Teaching Assistant	Grade/salary range: Grade B or C depending upon experience

Main purpose

To work under the instruction/guidance of the teacher/SENCo to support a pupil with special education needs (SEN).

To provide learning and care support to enable the pupil to work towards outcomes on their education and health care plan (EHCP) / Support and Achievement Plan (SAP).

To work closely with the pupil's teacher(s) to plan and deliver activities

To support the pupil with routines, transitions and emotional regulation

To provide general support to the teacher in the management of other pupils and the classroom.

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

Pupil support

- Primarily to supervise and provide support for an individual pupil to whom they are assigned, which may include working with other children in a small group, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes
- Establish positive relationships with the pupil and interact with them according to individual needs
- Support the pupil with their social, emotion and mental health needs and help promote their self esteem and sense of belonging
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage the pupil to interact with others and engage in activities led by the teacher
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to the pupil in relation to progress and achievement under the guidance of the teacher
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds

Teacher support

- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide regular and detailed feedback to teachers on pupil achievement, progress, problems, etc
- Establish constructive relationships with parents/carers

Curriculum support

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher(s) and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning
- Provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning through pupil observation
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

Support for the school

- Conduct yourself in a way that supports the school's Christian vision and values.
- Promote the welfare of children and support the school in safeguarding children through child protection policies and procedures, reporting all concerns to an appropriate person
- Be aware of and comply with policies and procedures relating to security, confidentiality, and data protection
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall work, ethos and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning and development activities
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Seek help, advice or guidance as necessary
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Promote equality as an integral part of the role, treating everyone with fairness and dignity

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher, SENCo or headteacher.

PERSON SPECIFICATION		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills with GCSE in English and Maths of at least Grade C 	<ul style="list-style-type: none"> • NVQ for TA or equivalent • Knowledge of learning strategies and basic understanding of children's development and learning • Knowledge of inclusion and how it applies in school
Experience	<ul style="list-style-type: none"> • Experience of working with/caring for children 	<ul style="list-style-type: none"> • Working with children who have additional needs
Work-related personal qualities	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people 	
Other work-related requirements	<ul style="list-style-type: none"> • Willingness to participate in a general TA induction programme and other training • Patience and resilience 	