



Teaching Assistant (1:1)

Responsible to: SENCO

Working Day: 8:45-3:55pm (term time only)

This post is fixed-term and subject to an annual review to meet the needs of a specific pupil

Salary: £11, 028.53

JOB OVERVIEW

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable them to make best use of the educational opportunities available.

Main duties and responsibilities will include:

- 1 To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Using praise and assistance to encourage the pupil to concentrate and complete tasks to the best of his/her ability.
 - Liaising with class teacher, SENCO and other professionals about Pupil Passports and EHCP review meetings, contributing to the planning and delivery as appropriate
 - Liaising with parents
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Supporting the student with self-regulating strategies
 - Helping to make appropriate resources to support the pupil
 - Advocating for the student when necessary and supporting them to develop independent learning skills
- 2 To establish supportive relationships with the pupil concerned
- 3 To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- 4 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 5 To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop independence and self-esteem.
- 6 To support the pupil in developing social skills both in and out of the classroom.

- 7 To support the use of ICT in learning activities and with specific programmes including voice activated software and keyboard skills.
- 8 To provide regular feedback on the pupil's learning and emotional wellbeing to the SENCO, including feedback on the effectiveness of strategies adopted.
- 9 Under the direction of the SENCO, carry out and report on systematic observations of the pupil to gather evidence of their knowledge, understanding and skills upon which judgements can be made about their stage of development.
- 10 When working with a group of pupils, use group dynamics to promote group effectiveness and to support individual performance of the pupil concerned.
- 11 To understand and apply school policies as required.
- 15 To develop a relationship to foster links between home and school.
- 16 To contribute towards reviews of the pupil's EHCP as appropriate.
- 17 To take part in training activities offered by the school to further knowledge and skills of working with a child with different needs.
- 18 To provide the pupil with support during unstructured time e.g. break and lunchtime.
- 19 To accompany the pupil on educational visits, as appropriate.
- 20 To provide individual support, as required, during examination sessions.



Person Specification

Personal Skill Requirements include:

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED
RELEVANT EXPERIENCE	1.1	Senior School support experience.	Application Form/ Selection Process
	1.2	Experience of working with children/young people with SEND.	Application Form/ Selection Process
	1.3	Experience in developing effective classroom practice with other staff.	Application Form/ Selection Process
EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level 'C' or equivalent including English and Maths.	Application Form/ Selection Process
	2.2	Willingness to undertake further training and qualifications.	Selection Process
GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of safeguarding procedures.	Application form
	3.2	Knowledge of special educational needs, inclusion and equality procedures, legislation and relevant guidance.	Application Form
	3.3	Knowledge of specific SEN, for example Selective Mutism, early childhood trauma, dyslexia, autism	Selection Process
SKILLS AND ABILITIES	4.1	Sharing best practice with other members of the Provision team	Application form/ Selection Process
	4.2	Demonstrate ability to use resources effectively.	Application form/ Selection process

SKILLS AND ABILITIES	4.3	Ensuring the highest standard of support provision is delivered at all times.	Application form/ Selection Process
	4.4	Communicate effectively to encourage good working relationships internally and externally.	Application Form/ Selection Process
	4.5	Managing your own work load effectively to achieve agreed levels of performance.	Application form/ Selection Process
	4.6	Working cooperatively with others to achieve agreed objectives.	Application form
	4.7	Ability to respond to the young person's needs and work independently.	Application form/ Selection Process
ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process
	5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process
	5.3	Willingness to work flexible, or extended hours as and when required.	Selection Process
	5.4	Willing to undertake training and development as required.	Selection Process

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.