



## **Job Description**

### **1:1 SEND Teaching Assistant Monday – Friday, term time only**

The teaching assistant is expected to work with the classroom teacher and as a member of a team with his/her colleagues, treating them with the courtesy and consideration as fellow professionals.

#### **Job purpose**

To undertake work, personal care and support programmes to enable access to learning for a specific pupil on a 1:1 basis and assist in the classroom where needed. To work under the instruction/guidance of the SENDCo and teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

#### **Main duties and responsibilities**

##### **Support for the child**

- To assist in the education and supervision of the child outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
- To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
- To provide and attend to the child's personal care needs and undertake activities necessary to meet the medical, physical, emotional and educational requirements of the child, utilising a basic range of skills, with a need for only limited experience and under close supervision from teaching staff and the SENDCo, training will be provided.
- To assist in delivering, supporting and supervising the activities of the child, ensuring the environment and activity has been adapted for the child and ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- To assist in all specialist lessons such as forest school, music, drama, PE and swimming.

##### **Support for the teachers**

- To undertake other relevant duties allocated at the discretion of the classroom teacher, Head of Preparatory School or another designated supervisor.
- To maintain records of the child's progress as instructed by the classroom teacher or other designated supervisor, with limited input to only the monitoring and reviewing of work programmes.
- To undertake the following roles:
  - Assisting with record-keeping and filing for the child
  - Assisting with classroom displays if time allows – teachers will make professional decisions in determining what material is displayed in and around their classroom
  - Collating reports about and for the child

- Helping to manage the child's data and maintain confidentiality
- Record keeping and monitoring/recording of progress towards EHCP outcomes in collaboration with the class teacher and SENDCo.

### **Support for the school**

- To observe children as individuals and in groups and report problems and progress to the classroom teacher or other designated person.
- To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
- To prepare display materials and teaching aids, undertake simple maintenance and repair, and clean and tidy up after use.

### **Support for the curriculum**

- To assist in the delivery of both educational and specialist (OT, Physiotherapy) programmes by undertaking individual, predetermined learning activities, such as reading, listening to children read and stimulating learning through play, in order to further the educational development of children.

### **Authorised to:**

- Provide simple first aid to children in consultation with the designated First Aider.
- Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regards to confidentiality.

### **Training:**

- Appropriate training with regards to personal care, as applicable, for all duties which are required within this job description will be provided.

### **Qualifications**

- An appropriate Teaching Assistant qualification is preferred (NVQ 3 or equivalent) but we would accept candidates who are educated to degree level and can demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.
- Experience of working with children who have additional special educational needs, in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

### **Skills & Experience**

- Working with children and a good understanding of child development.
- Experience of working within a school setting.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Helping a pupil with SEND.
- Ability to manage groups of pupils and deal with challenging behaviour.
- Building good working relationships and demonstrating good communication skills with both pupils and adults.

- Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands
- Ability to work creatively and collaboratively.
- Flexible and open to continuous change

**The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.**