



JOB DESCRIPTION

POST: 1:1 Teaching Assistant for a named child

RESPONSIBLE TO: SENCO and the Headteacher

JOB FUNCTION:

Under the guidance of the Special Educational Needs Coordinator (SENCO), work as part of a team to promote the emotional, physical and educational development of a named pupil with SEN and work in partnership with parents, teaching staff and other support staff to this end.

KEY ACCOUNTABILITIES:

Supporting the pupil

1. Assist in implementing the requirements of the child's outcomes as identified through the Graduated Pathway
2. Participate in activities designed to meet the emotional, physical and learning needs of the named child.
3. Planning, delivery and monitoring of the child's plan, targets and an individualised programme of learning.
4. Monitor the child's responses to learning activities and encourage them to take an interest in their own learning and to develop a sense of independence.
5. Develop and maintain effective relationships with the child's peers in order to encourage social interaction and friendships.
6. Support the child during unstructured times as necessary.
7. Using a trauma informed approach and PACE/WINE language to support the child throughout the day

Supporting the teacher:

8. Take responsibility for maintaining accurate records in accordance with school policies, and with full adherence to confidentiality and data protection guidelines.
9. Use a variety of methods to observe and report on pupil performance in group and individual situations.
10. Liaise effectively with the child's teacher, SENCO and other appropriate staff to ensure that there is consistency of care for the child.
11. Support the class teacher in the implementation of advice and guidance suggested by outside agencies such as the Advisory Teaching Service and Educational Psychology Service.

Supporting the curriculum

Minchinhampton Church of England Primary Academy
School Road, Minchinhampton, Stroud, Gloucestershire GL6 9BP
Head Teacher: Mr Nick Moss
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12. Help the child to develop their literacy and numeracy skills including reading, writing, number and shape in accordance with their targets.
13. Deliver a personalised curriculum and intervention programmes where appropriate, under the guidance of the class teacher and the SENCO.

Supporting the school

14. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
15. Develop and maintain effective working relationships with professionals including teachers and external contacts.
16. Support the development and effectiveness of work teams in all areas of activity with pupils or colleagues.
17. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.
18. Lead a Structured lunchtime provision for a small group of children who have identified social difficulties throughout the school.

Supporting the Teaching Assistant

19. Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties

20. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
21. Undertake any other duties that can be accommodated within the grading level and nature of this post.

Supplementary Accountabilities:

22. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
23. Contribute to the overall ethos/work/aims of the school, in particular to ensure that we appreciate and support the role of other professionals
24. Attend relevant meetings as required
25. Participate in training and other learning activities and performance development as required
26. Comply with health and safety policies and procedures at all times
27. Treat all users of the school with courtesy and consideration
28. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

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