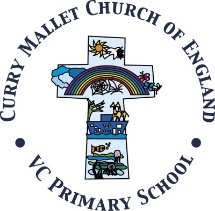
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**Curry Mallet Church of England VC Primary School**

**1:1 SEN Teaching Assistant Job Description**

**Employment**  **details**

|  |  |
| --- | --- |
| Employee’s Name: |  |
| Job title: | One to One TA |
| Reports to (job title): | The headteacher and the special educational needs coordinator (SENDCO) |
| Type of position: | Working with a pupil with SEND |
| Hours of work: |  |
| Level and scale point: | Grade 14 points 4-6 |
| Job purpose:   * Provide extra support for a pupil with special educational needs or disabilities. | |
| **Main duties/responsibilities** | |
| **One to One Teaching Assistant:** | |
| Take part in training, meetings and reviews. | |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. | |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum for the child in your care. | |
| Help out with school events, trips and activities. | |
| Deliver learning support individually through a range of tasks, for example:   * Motivating and encouraging the pupil as required by providing levels of small group/pair/individual attention, reassurance and help with learning tasks as appropriate to pupils needs. * Clarify and explain instructions. * Motivating and encouraging pupils to concentrate and fulfil tasks • Working with individuals on Intervention Programmes * Aid their learning as effectively as possible. * Ensure they are able to use any equipment and materials provided. * Assist them in weaker areas such as language and social development. * Meet physical needs as required while encouraging independence. * Assist with the development and implementation of ADPR and EHC plans. | |
| Follow the school policy and procedures including safeguarding and Health and Safety | |
| Attend training and meetings as discussed with Head Teacher as and when required; | |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

**Signed** .................................…………………..( Headteacher)

**Signed**..................................…………………... **Date**..........................................

**Curry Mallet Church of England VC Primary School**

1:1 Teaching Assistant Job Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** |  | **Desirable** |
| Qualifications  and experience | •  •  • | Previous experience working with children  Education to secondary school level at least.  Knowledge and understanding of child development and children’s and families’ needs. |  | * Previous experience working in a school setting. * Relevant qualification with regard to working with children. |
| Organisation | • •  • | Ability to plan and organise.  Ability to recognise and identify problems.  Ability to record and pass on information accurately. |  |  |
| Special skills and interests | • | Ability to encourage and enable others to develop their full potential. |  |  |
| Disposition and attitudes | •  •  • •  • | Ability to build relationships and to lead and work as part of a team.  A friendly, helpful, caring and flexible approach.  Open-mindedness and patience. A commitment to equal opportunities.  Ability to maintain confidentiality in all school matters. |  |  |
| Physical attributes and other circumstances | •  •  •  • | Ability to physically fulfil the responsibilities of the post. Willingness and ability to attend appropriate meetings and training.  Reasonable personal presentation.  Excellent punctuality. |  |  |