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

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

**Employment**  **details**

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| 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.
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| **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.
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| 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**..........................................

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|   |  | **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.
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| 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.  |  |   |