



East Coker Primary School

One to One 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: | 2 days 8.45-1.30pm in the first instance |
| Level and scale point: | Grade 15 |
| Job purpose: | <ul style="list-style-type: none">• Provide extra support for a pupil with special educational needs or disabilities.• Provide extra support for a pupil with English as an additional language. |

Main duties/responsibilities

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| 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: <ul style="list-style-type: none">• 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 IEP 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. This job description will be reviewed every three years.

Signed(Headteacher)

Signed.....

Date.....

East Coker Primary TA Person Specification

| | Essential | Desirable | Evidence |
|---|---|--|----------|
| Qualifications and experience | <ul style="list-style-type: none"> • Previous experience working with children • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. | <ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children. | A, I, D |
| Organisation | <ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. | | A, I, R |
| Special skills and interests | <ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. | | A, I |
| Disposition and attitudes | <ul style="list-style-type: none"> • 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. | | I, R |
| Physical attributes and other circumstances | <ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. | | I, R |

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview