Ashlands Church of England Primary School

Love of Learning, Love of Life, Love of One Another

QUANTOCK EDUCATION TRUST

1:1 Teaching Assistant
Job Description

Job Title
1:1 Teaching Assistant
Salary
Grade 14
Responsible to
Headteacher
Hours
27.5 Hours per week Term time only (38 working weeks) Fixed Term until August 2028

Job Purpose
Under the direction of the SENDCo and Class Teacher, the 1:1 Teaching Assistant will: • Assist the SENCO and teacher in the development of a programme of work and the provision of a stable, caring and supportive learning environment, to enable children to achieve their full learning potential and to facilitate their social and moral development. • Support will mainly be on a one to one basis but occasionally in groups, and may be with those with some physical disability, impairment or behavioural elements. • Work with teaching staff in implementing and developing educational opportunities to maximise the learning potential of all children and those with Additional Educational Needs. • Provide supervision, support and care to children including those with additional or special educational needs, disabilities and/or learning difficulties.

Main responsibilities and duties
• Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment. • Assist in the development, monitoring and evaluation of programmes of work. • Assist with observations. • Assist in the monitoring of and contribute to the review of children' progress. • Assist in the preparation for educational visits, and where appropriate accompany pupils. • Develop knowledge of a range of learning support needs and understand the general and specific support required for children in the learning process. • Under the direction of the class teacher, provide support to pupils, individually and in groups through a range of tasks.

- Assist in the preparation, arrangement and maintenance of classrooms and their equipment, including occasional assistance in the creation of displays and making use of basic visual aids, art and craft materials.
- Support and direct literacy and numeracy tasks, clarifying and explaining instructions. Focus assistance in weaker areas, such as language, behaviour, reading, spelling, handwriting/presentation as well as carry out duties expected in the QET LSA handbook.
- Developing appropriate resources, supporting children using IT and other specialist equipment, ensuring the student is able to use the resources provided.
- Motivate and encourage children to concentrate on and finish work set.
- Undertake learning activities with children of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of children' self-esteem, appropriate levels of effort and behaviour and to guide children to become independent learners.
- Contribute to the assessment of children' learning, in particular with regard to Literacy, Numeracy and I.T. skills.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of children with additional educational needs.
- To provide care and supervision of children within the classroom, within the school and outside of the school.
- Assist in the supervision of assessments.
- Under the direction of Health Service professionals, may be required to undertake activities in support of occupational, physio and speech therapy.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Support children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school and Trust's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Other Specific Duties:

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and children to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Key Contacts and Relationships
Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas. There will be regular contact with the SENCO relating to student issues.
Problem Solving
On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of children, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual student. Use a variety of interpersonal techniques to establish supportive relationships with children.
Decision Making
Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented. There will be often a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of children with special educational or personal needs. Responding to the attitude and behaviour of children by exercising sound judgement in the context of school policies and procedures e.g. in addressing bullying, harassment or prejudice.
Physical Effort and Working Conditions
A normal school environment, although the jobholder may be involved in external activities, such as educational visits.

Special notes of conditions
Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description. To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required. To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all. To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area. The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review
This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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1:1 Teaching Assistant (TA)
Person Specification

Category	Essential	Desirable
Qualifications	Good standard of literacy and numeracy. GCSE English and Maths A – C (or equivalent). Requirement to participate in training/development as required/identified.	NVQ2 in teaching assistance or equivalent qualifications or experience. HLTA qualification Training and knowledge of child development/SEND Training and knowledge of Child Protection and Safeguarding First Aid Qualification
Knowledge, skills and experience	A passion for supporting young people to develop their knowledge and skills in both areas An ability to communicate effectively both written and orally.. Experience of working with children or young people (or voluntary work). An ability to follow directions by teachers. Demonstrative knowledge of and commitment to a responsibility to keep children safe and protected An ability to work constructively as part of a team. Some understanding of learning difficulties. An ability to relate well to adults and children, respond sensitively and flexibly to competing demands from children. Understand and comply with the need for confidentiality. Effective interpersonal and organisational skills.	Recent experience of working in an educational setting. Experience in interventions Able to be creative and innovative in meeting the particular needs of children. Background knowledge of the National Curriculum and general school procedures/policies Experience of working with children with additional needs.

	An ability to be flexible in a changing environment. Ability to be coached/ mentored. An ability to be reflective on own practice. An ability to use ICT to: ● Input data ● Support children's learning Possess skills to undertake general clerical/administrative tasks in relation to the post.	
Interpersonal and communication skills	Patient, calm and firm when appropriate Energy and a good sense of humour Hardworking and creative Ability to motivate and inspire young people Ability to build positive relationships with children and other staff Be resilient Interested and curious about SEND Commitment to supporting and understanding pupil needs Uphold and promote the ethos and values of the school Maintain confidentiality at all times	
Additional requirements	Able to display an awareness, understanding and commitment to the protection and safeguarding of children. Commitment to maintaining confidentiality, discretions and tact at all times. Commitment to, safeguarding, equality, diversity and inclusion Able to manage time effectively and have a good attendance record. Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK 2 professional references Shortlisted candidates will be subject to online checks	