



## Teaching Assistant 1:1

### **JOB DESCRIPTION**

The post-holder will be expected to work as part of a team to support a child with special or particular needs, and/or groups of children, as directed. To also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

**Working hours:** Term Time Based Hours: 30 hours per week, 38.4 weeks per year.  
Working Days Monday to Friday 08:30 – 15:15

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Salary Grade D Scale Point 5 - 6, **Full Time Equivalent** (£25,583 - £25,989)  
**Actual Salary** (£17,503.64 - £17,781.53)

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

To collaborate with teachers in delivering programmes of teaching and learning activities and wellbeing support for children identified as needing 1:1 support, small group work and whole class development. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher/SENDCo

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

**Key duties:**

- Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil/pupils modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Support the role of parents and carers in pupil learning. Contribute to meetings with parents and carers to provide constructive feedback on pupil progress, achievement and wellbeing.
- Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, etc
- Clean and put away materials, equipment after use
- Tidy classroom and associated areas
- To assist children:
  - With toileting
  - With the attainment of personal hygiene skills
  - With the removal and replacement of clothing/footwear for PE
  - Who require cleaning and/or changing following sickness, soiling, etc
- Guide and assist the development of children's social behaviour attitudes and skills as appropriate
- To assist, as directed, with the implementation of/implement specific learning and therapy programmes, e.g. speech and language

**Staff Development Responsibilities:**

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

**Other Duties:**

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.

**General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

**Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.