JOB DESCRIPTION

Job Title
Teaching Assistant 1:1
Salary Range
4-6 (Grade C)
Line Management Responsibilites
None
Line Manager
Headteacher
Base Location
School
Purpose of Role
To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.
Key Accountabilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.

- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Physically assist pupils in activities (may involve lifting, where mobility is an issue).
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Update pupil records.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Undertake moving and handling activities as required.

Knowledge and Experience

- Will have knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience.
- Is knowledgeable in procedures for supporting and leading learning activities.
- Is knowledgeable and compliant with policies and procedures relevant to child protection and health and safety.

Personal Qualities

- Can resolve problems in relation to providing learning activities.
- Can effectively communicate with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Can effectively exchange information with staff, parents/carers.
- Is able to work under the direction of the teacher.
- Can make decisions about own work supporting pupils; more complex decisions referred to senior staff.
- Has the ability to switch between tasks where work is regularly interrupted.
- Is able to physically support pupils; such as maneuvering pupils with severe disabilities or behaviour issues.

- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Contribute to planning of activities for the session, day or week.
- Assemble and clear away equipment.
- Use highly specialised equipment requiring considerable precision e.g. use of hoists.
- Handle emotionally demanding behaviours and situations as a result of attending to pupils needs and assisting with behaviour management.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provide assistance to pupils on social, welfare and health matters (toileting/dressing) and provides support to the teacher on behaviour management of pupils.
- Demonstrate own duties to new or less experienced staff.
- Responsible for the careful and safe use of equipment, such as play and standard ICT equipment.
- Responsible for maintaining confidential pupil records.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.