



*Rooted in Faith, Growing Through Learning*

*All Saints' C. of E. Primary School*

*Philippians 4:13 "I have the strength to face all conditions by the power that Christ gives me"*

**TEACHING ASSISTANT / 1:1**

(Event linked contract to named child)

**JOB DESCRIPTION**

Under the direction of the Class Teacher and SENCo in accordance with the school policies and procedures, the Teaching & Learning Support Assistant will be responsible for giving general support to a KS2 class and specific support to a named pupil.

**Support for pupils**

- Supervise and support a pupil or pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Deliver targeted interventions as directed by the class teacher or SENCo
- Undertake Personal care when required
- Provide support for pupils' emotional and social development
- Follow behaviour plans and Educational Health Care Plans

**Support for teacher**

- Assist the Class Teacher as directed
- Contribute to assessment of the pupil's progress
- Preparation of materials and resources
- Regular meetings with class teachers to review and plan pupil's work
- General supervision in the school both inside and outside – including playground duties
- Escort children around the school
- Undertake record keeping as required
- Help with displays when required

**Support for the curriculum**

- Support pupils to understand instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

**Support for school**

- Contribute to the ethos of the school
- Model the schools vision and values
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Take part in school INSET and LEA training when required



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- Complete First Aid training (if qualification not held)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Accompany teachers and children on school trips
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Lunch duty
- Undertake other duties that may reasonably be expected

#### **Safeguarding**

- To be fully aware and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the employee's role within the school
- To be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the employee's role
- Supervise and support pupils ensuring their safety and access learning; To ensure that the worker's line manager is **made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection**
- Delivery of first aid when qualified
- To follow all health and safety requirements as directed



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**Person Specification**

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
GCSE grade C or equivalent in maths and English	x	
NVQ 3 or equivalent		x
First Aid Qualification		x
Working with children aged 3 – 11	x	
Working with children with SEND and delivering EHCP objectives		x
<b>Personal and Professional</b>		
Enthusiastic, energetic & committed person with friendly personality towards adults and children	x	
Be able to communicate well, both orally & in writing	x	
Ability to be flexible and work as part of a team	x	
Ability to judge when advice/assistance is needed to meet pupils/adults needs and to react calmly and quickly in an emergency	x	
Understanding of the Authority's policies in health and safety, equal opportunities and pupils' disciplinary provisions	x	
Be willing to participate in development and training opportunities	x	
Experience implementing behaviour management plans and risk assessments		x
<b>Knowledge &amp; Skill</b>		
Basic IT skills		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Understanding of the school's equal opportunities and how it is implemented		
Ability to relate well to children and adults		

CONDITIONS OF SERVICE APPLICABLE:

GRADE: Scale1c point 2

HOURS: 20 hours per week