

Job Description

1 : 1 Teaching Assistant

**General Duties:**

- To support teaching staff in delivering the National Curriculum
- To provide welfare and support to pupils
- To uphold the Christian ethos of the school
- Be a good role model for the pupils
- To follow school policies and procedures

**Specific Duties - Providing welfare and support for the pupil**

- To support the teaching staff in ensuring that the particular needs of the child, who maybe more able or have learning difficulties, is catered for
- Using British Sign Language to support the speech and language development of an individual child
- Enable individual child to access full range of the curriculum and to integrate into the life of the school
- Deal with the management and care of hearing aids (training provided)
- Be able to model good enunciation and clear speech to aid child's development
- In conjunction with teachers, ensure that the needs of the child with speech language and communication needs are facilitated to access the curriculum and wider learning
- Develop, prepare and maintain therapeutic materials and resources for use with identified child and to support the child in using them
- Build good, constructive relationships with parents/carers and outside agencies to support pupil's learning and progress
- Effectively communicate the work to the pupil and ensure that the pupil is aware of the teacher's expectations
- Help support and motivate the child, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved

**Social - to encourage children to:**

- foster good relationships
- develop good manners
- develop personal responsibility
- develop appropriate behaviour
- develop self-esteem, self-awareness and self-confidence
- adhere to the rules of the school

**Supporting Teaching Staff**

- To work with small groups of children or individuals under the direction of the class teacher
- To carry out specific tasks as set by the class teacher
- To assist the class teacher in preparing learning and resources for the children

- To ensure teaching aids and materials within the classroom are replenished, cleaned and stored to the satisfaction of the teaching staff
- To mount work for displays under the direction of the teaching staff
- To help the class teacher maintain a tidy and stimulating learning environment
- To take part in any necessary planning sessions with a teacher
- Care of sick children and dealing with minor injuries
- To liaise with the class teacher about planning and delivery of teaching activities
- To accompany children off school premises as directed

### **Administration**

- To assist teachers in maintaining children's reading diaries
- To prepare paperwork assigned by the class teacher
- To assist the class teacher record keeping and filing children's work
- To assist with maintaining and filing records on children; this may include entering computer data and printing
- To undertake other duties from time to time as the Headteacher requires

### **Playground Duties**

- To undertake duty on the playground/field at mid-morning/lunch break
- To assist with the supervision of children out of lesson times

### **Health and Safety**

- To ensure the general safety and care for all pupils is adhered to at all times
- To assist with First Aid where appropriate certificated training has been undertaken
- To be familiar with the County Guidelines for Health and Safety and the school's Health and Safety Policy

### **Equal Opportunities**

- To actively support the principle of Equal Opportunities as outlined in the school policy

### **Continuing Professional Development**

- To attend INSET days when support staff are asked to do so
- To attend training courses as appropriate after discussion with the Headteacher

### **Child Protection**

- Follow the school's Child Protection procedures and guidelines for working with children and young people
- Report any child protection issues or concerns to the designated person for child protection with responsibility for promoting and safeguarding the welfare of pupils

### **Confidentiality**

- To maintain strict confidentiality about all school matters
- To refer parents to the class teacher or Headteacher if they seek information

- To demonstrate loyalty to the school community