

BOWLING PARK PRIMARY SCHOOL



Outline Job Description and Person Specification

POST TITLE:	1:1 TEACHING ASSISTANT (TA)
GRADE:	BAND 4, SCP 3-4

Job details

Job title:	1:1 Teaching Assistant (TA)
Salary:	Band 4, SCP 3-4
Hours:	31.15 hours per week, 8.30 – 15.15, Mon to Fri
Contract type:	Permanent, term time only
Reporting to:	Principal, Deputy Head, Sendco

Main purpose

The TA will:

- Collaborate with teachers in planning and delivering programmes of teaching and learning activities for children identified as needing 1:1 support.
- The primary focus is to undertake educational activities with individual children, within a framework agreed with and under the overall direction and supervision of a qualified teacher.
- Give support to 1:1 pupils individually so that they can access the curriculum, take part in learning and experience a sense of achievement
- Assist with the child's speech and language needs.

Duties and responsibilities

Teaching and learning

- Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil 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.
- Help keep all children safe.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Support the role of parents / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the learning environment for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after 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

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES You may wish to classify these as "essential" or "desirable" depending on your expectations for the role
Qualifications and experience	<ul style="list-style-type: none"> ● GCSEs at grades 9 to 4 (A* to C) including English and maths ● Experience of working with children Experience of planning and leading teaching and learning activities (under supervision) <ul style="list-style-type: none"> ● Experience of supporting children with behaviour difficulties to access learning ● Experience delivering SEN interventions such as speech and language, reading (phonics), maths and well-being.
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Be able to effectively communicate with parents, staff and outside agencies. ● Be able to implement effective behaviour management strategies. ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning ● Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> ● Enjoyment of working with children with complex difficulties ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil's wellbeing and equality