

JOB DESCRIPTION

SCHOOL: Riverdale Primary School

POST TITLE: Teaching Assistant Level 2 – One to One support

MAIN PURPOSE: To work 1:1 to support a child with specific cognitive learning difficulties. To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with the individual child. This will include providing support in addressing the needs of pupils who need particular help in overcoming barriers to learning.

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TASKS:

SUPPORT FOR CHILDREN:

- Use specialist (curricular/learning) skills/equipment/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Assist with the development and implementation of Individual Education/ Behaviour Plans/EHCP

SUPPORT FOR THE TEACHER:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents and other professionals or as directed
- Supervise and assess routine tests and invigilate examinations/tests
- Provide general clerical/administrative support

SUPPORT FOR THE CURRICULUM:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on out of school activities as required
- Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

POST TITLE:1:1 Teaching Assistant Level 2

	Essential	Where this will be evidenced in appointment procedure
QUALIFICATIONS / TRAINING:	1. NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant 2. Qualifications at GCSE level (Grade C or above) or equivalent in Maths and English 3. Willingness to participate in relevant training and development opportunities	1. Application 2. Application 3. Application
EXPERIENCE:	4. Relevant experience of working with children within a primary school environment 5. Experience of working 1:1 with children	4. Application, interview and references 5. Application, interview and references
SKILLS/ KNOWLEDGE:	6. Ability to work effectively within a team environment, understanding classroom roles and responsibilities 7. Be able to maintain confidentiality 8. The ability to manage behaviour of children in a positive and supportive manner 9. Knowledge of Child Protection and Safeguarding procedures in a school context	6. Application, interview and references 7. Interview and references 8. Application, interview and references 9. Application, interview and references
PERSONAL AND PROFESSIONAL ATTRIBUTES:	10. Friendly, calm and professional manner 11. A commitment to working as part of the whole school team and supporting the vision and aims of the school 12. Ability to liaise sensitively and effectively with parent and carers, recognising their role in pupils learning 13. Able to improve their own practice through observations, evaluation and discussion with colleagues. 14. Commitment to supporting the distinctive ethos of our 'outstanding' Church of England School.	10. Interview and references 11. Application 12. Application 13. Interview and references 14. Application and interview