

# Jerry Clay Academy



## Job Specification- Level 2- 1:1 Teaching Assistant

**Job Title:** 1:1 Teaching Assistant

**Overall Purpose of the Post:**

Under the guidance of the Class Teacher or the SENCO, to undertake learning activities, support or work programmes with an individual pupil which requires specialist knowledge or expertise and in accordance with an agreed system of supervision.

**Requirements for the post.**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	NVQ Level 2 for Teaching Assistants  Level 2 Numeracy/ Literacy or working towards this	Specialist Teaching Assistant Qualification
<b>Knowledge</b>	Knowledge of interventions which can be carried out in schools	Knowledge of SEN and social and emotional needs  Appropriate knowledge of First Aid.  Child Protection issues.  Health, Safety and Security issues.  Data Protection issues.  Use of Technology (as appropriate).  Basic understanding of child development and learning.
<b>Experience</b>	Previous experience in specialised area (e.g. intervention support, social and emotional support).	Working or caring for children.  An understanding of the National Curriculum and other basic learning purposes.

<b>Physical Skills</b>	Effective use of resources	
<b>Competencies and other skills required</b>	Ability to relate well with children and adults.  The ability to work as a member of a team	

### **Key Outcomes/ Activities**

- To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the child and seek advice from the SENCO, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCO, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- To support the pupil in the playground, being mindful of her health and safety in relation to her needs, and encouraging safe interactive play.
- Motivate and encourage the pupil to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

### ***Supporting the Class Teacher and SENCO:-***

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCO and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the class teacher, SENCO and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupil's reviews by writing a brief report and attending the meeting.

### ***Supporting the School:-***

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school
- To carry out duties as directed by the SENCO or Head Teacher,

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

