

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z Linington

Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314562 • Fax: 01767 314006

E-mail: info@edwardpeake.beds.sch.uk

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This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB DESCRIPTION

TITLE: Teaching Assistant 1:1

RESPONSIBLE TO: SENDCo/ Headteacher

JOB PURPOSE: Under the instruction of the class teacher and SENDCo, to work with and support an identified child with specified academic physical and emotional / behavioural / medical needs. To assist the class teacher and SENDCo with the planning, development and delivery of suitable programmes of work for the pupil and support subjects and learning across the whole curriculum. As required, to assist the teacher in the management of pupils and the classroom. To supervise the identified child at breaks and lunchtime.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To establish a supportive, caring and secure relationship with the identified child, promoting respect, self- esteem and a positive, inclusive whole school ethos;
2. To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the identified child and respond to them effectively;
3. To assist in the preparation of learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the identified child in using them;
4. To run specific programmes and activities, as directed, to assist the identified pupil's individual learning and social need;
5. To help, support and motivate the identified child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
6. To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to SENDCo and teachers;
7. To provide welfare support to the identified child, including administering First Aid (dependent on training) and attending to identified medical needs as required;

8. As directed by the class teacher or SENDCo, to liaise with outside agencies, where appropriate, in respect of the identified child and to contribute to any review by writing brief reports and attending meetings if necessary;
9. Should the identified child not be in school, to provide pupil support to the wider school community, as directed by the SENDCo/Headteacher.

Support for Teachers

1. To arrive to lessons fully prepared and in a timely manner;
2. To assist in the devising and extending of educational activities in preparation of the curriculum and to undertake programmes linked to local and national learning strategies e.g. literacy and numeracy;
3. To help assess and systematically record the identified pupil's progress and achievements, using the results of this monitoring in further support work;
4. To contribute to the development and implementation of Personal Learning Plans and Send Support Plans for the identified pupil;
5. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc);
6. To assist in maintaining classroom discipline by promoting good pupil behaviour and modelling expectations of acceptable personal and social behaviour, dealing promptly with conflicts and incidents in line with the school behaviour for learning policy;
7. Administer routine tests and assessments as directed by the class teacher or SENDCo;
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENDCo.

Support for the School

1. To contribute to the overall ethos, work and aims of the school;
2. To appreciate and support the role of other professionals within the school;
3. To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs;
4. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs and Disabilities Co-ordinator (SENDCo), the SEND Administrator and other teaching assistants; working at all times within the school's policies and procedures;

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5. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the SENDCo and supervision of pupils during unstructured times of the school day;
6. To attend and contribute to staff meetings, participate in performance management arrangements and identify areas of personal practice and experience to develop;
7. To be aware of and comply with policies and procedures relating to safeguarding, child protection and health and safety, reporting all concerns to an appropriate person;
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information;
9. To undertake any reasonable task, as directed by the SENDCo or Headteacher.

AGREED with the Headteacher

on.....

Headteacher.....

Postholder.....