



Job Description

Teaching Assistant Level 1 1/1 Support

Supporting a pupil with an Educational Health and Care Plan or a Statement for Special Educational Needs

Main Purpose of the Job

To provide support for a pupil with an Educational Health and Care Plan or a Statement for Special Educational Needs

Main Duties and Responsibilities

Under the direction of the teacher, or SENCO, and within the agreed educational plan, the post holder will undertake a range of duties which may include:

Supporting the pupil by:

- developing an understanding of the specific needs of the pupil to be supported taking into account the type of support involved;
- undertaking activities with either the individual or groups of pupils to ensure their safety and facilitate their physical, emotional and educational development, by for example:
 - clarifying and explaining instructions;
 - ensuring the pupil is able to use equipment and materials provided;
 - assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of I.C.T;
 - helping the pupil to concentrate on, and finish work set;
 - meeting the physical needs of the pupil as required whilst encouraging independence;
 - liaising with the class teacher and SENCO about Passports for Learning
 - developing appropriate resources to support the pupil.

Supporting the teacher by:

- assisting teaching staff (and other professionals as appropriate) in the planning of support and behaviour programmes for the individual and groups of pupils;
- participating in the implementation and evaluation of the support programme;
- in conjunction with the class teacher (and other professionals as appropriate) developing a system of recording the pupil's progress;
- contributing to the review of the pupil's progress either verbally, in writing or through attendance at review meetings, as appropriate;
- contributing to the assessment process with the teacher;
- carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning the individual pupil;
- being responsible for maintaining classroom/curriculum equipment and materials, and that the appropriate classroom materials for science or technology cookery, art, and music activities are available for use at the start, and cleared away at the end, of each lesson;
- assisting the pupil to change for PE and swimming (if required);
- providing regular feedback about the pupil to the class teacher or line manager.

Support the school by:

- meeting with teachers or leaders of curriculum areas on a regular basis to discuss issues relevant to the area in order to improve practice in the whole area;
- supporting teaching staff in the development of home/school links;
- assisting in the smooth transition of the pupil between educational phases;
- administering personal care, therapy programmes, or minor first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs (as per appropriate school procedures), and assisting with the pupil when sick (as needed);



- assisting with lunch and break time supervision of the pupil when required;
- helping with educational visits and outings;
- attending training courses when appropriate;
- undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

Values and Principles

The following **values and principles** underpin the basis on which the post holder will assist and support the teaching of the pupil within their school:

Working in partnership with the teacher

- The post holder is responsible directly to the individual pupil's teacher(s); to the SENCO for specific SEN issues; to the team leaders for roles and timetables; to the individual pupil's teacher for general classroom duties if individual support is not required; to the SENCO or Phase Leader if the pupil is absent or for general advice; and to the headteacher for employment, pay, absence and other areas.
- Understands lesson objectives.
- May be involved in lesson planning.

Statutory framework

- Works to agreed school policies and procedures.
- Works within wider legislation framework, e.g. national curriculum, health and safety, child protection and the SEN Code of Practice..

Supporting inclusion

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

Equality of opportunity

- Ensures that pupils have equal access to learning and development.

Anti-discrimination

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with the pupil and colleagues.

Celebrating diversity

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

Promoting independence

- Encourages and promotes independent learning.
- Provides opportunities for the pupil to demonstrate self-reliance and responsibility.

Confidentiality

- Must adhere to the need for confidentiality of information at all times.

Continuous professional development (CPD)

- Takes responsibility for maintaining and improving personal skills, knowledge and experience.

This job description has been agreed by:

Name of post holder : _____ Date: _____

Headteacher: _____ Date; _____

The above job description will be reviewed annually during the Autumn Term or sooner should the need arise.