



'Shine like Stars'

Stoke Row CE School



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Job Description for a Teaching Assistant- one to one support

Responsible to: Headteacher

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for the pupil and to assist the teacher in the management of the pupil in classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR THE PUPIL

- Supervise and provide particular support for a specific pupil with SEN needs, including attention deficit hyperactivity disorder ensuring their safety and access to learning activities
- Assist with the development and implementation of an individual, personalised learning plan
- Establish a constructive relationship with the pupil and interact with them according to their individual needs
- Provide daily social and emotional support following advice from the class teacher and SenCo
- Promote the inclusion and acceptance of all pupils
- Encourage the pupil to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support the pupil to achieve their personalised learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for certain pupils