St Mary’s Church of England (VC) Junior School

Care. Believe. Succeed.

‘All things are possible for one who believes.’

**1:1 TA Job description and Person Specification**

**Location**: St Mary’s Junior School

**Pay grade – H3**

* **Purpose of the role:** To work with teachers to support the teaching and learning, social and emotional needs of an individual pupil working under the direction classroom teacher. As progress is made, the role will evolve as the child’s need for individual support is lessened and more general class TA responsibilities can be taken on.
* **Context**: The jobholder is one of a team of teaching assistants who support the learning of pupils throughout the school. Very few children in the school are supported 1:1 for part or all of their learning, mainly within the classroom but in exceptional circumstances, outside of the classroom. Although staff will be predominantly placed in one classroom, flexibility by all staff is important in order to meet the varied needs of pupils and, on occasions, you might be asked to work with other children in other classes.

**Responsibilities:**

* Work with an individual pupil 1:1 and or within a small group both as part of whole class teaching or outside of the main classroom, under the direction of the class teacher
* Work with individuals or small groups of pupils in the classroom under the supervision of teaching staff and provide feedback to the teacher
* Support pupils to understand instructions support independent learning and inclusion of all pupils
* Provide feedback to the teacher to help them with future planning and for record-keeping
* Monitor and evaluate pupils’ progress and help to maintain pupil records
* Assist the teacher with planning and delivery of units of work and preparation of resources
* Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
* Follow the support plan/EHCP to ensure consistency of approach in managing the needs of the individual child
* Support the teacher in behaviour management and keeping pupils on task
* Support the child with their social and emotional well-being, reporting achievement and concerns to the teacher as appropriate
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**Teachings Assistants in this role may also undertake some or all of the following:**

* Support children’s learning through play
* Assist with break-time or lunchtime supervision including facilitating games and activities
* Assist with supporting pupils on educational visits
* Support pupils in using basic ICT
* Administer routine tests and tasks

**Additional Information:**

* This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.
* The jobholder is required to contribute to and support the overall aims and ethos of the school
* All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

**Person specification**

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| criteria | qualities  Essential | qualities  desirable |
| **Qualifications  and experience** | * GCSEs at grades 9 to 4 (A\* to C) including English and maths (Or equivalent qualifications) * Experience of working with or caring for children of the relevant age, ideally in an educational environment | * Experience with behaviour management systems used in educational settings * Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, * Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) * Experience of working with children with special Educational needs, particularly Autism/ADHD |
| **Skills and knowledge** | * Have an awareness and understanding of Special Educational Needs * Are highly flexible and adaptable to become in tuned to children’s needs and demonstrate excellent communication skills and behaviour management. * Have an understanding of Autism Spectrum Disorder and neurodiversity. * Knowledge and awareness of Keeping Children Safe In Education 2024 * Good knowledge of ICT, particularly using ICT to support learning * Good knowledge of first-aid * Awareness of Data protection and confidentiality * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Active listening skills * The ability to remain calm in stressful situations | * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils * Understanding of roles and responsibilities within the classroom and whole school context * Knowledge of Key stage 2 maths and English objectives (National Curriculum) |
| **Personal qualities** | * Are confident in approach, nurturing but very determined. * Ability to work in a team and to be flexible in your approach * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupil’s wellbeing and equality * Desire to undertake relevant training to the role * A good sense of humour | * Be willing to take part in enrichment opportunities outside school hours. |