JOB DESCRIPTION

Post: **1:1 Teaching Assistant (H2) and MSA (Midday Supervisory Assistant H1).**

Responsible to: Headteacher

Liaises with: Class Teacher and SLT as appropriate

Timings: 1:1 role 8:55 – 15:25 with 30 minute lunch break (25 hours a week) and MSA lunch time role for 1 hour a day (5 hours a week). Term time only.

Main purpose of job:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/ or behavioural, social, communication, sensory or physical disabilities.

DUTIES AND RESPONSIBILITIES

1:1 Teaching Assistant

1. Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/ activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/ providing resources for lessons/ activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents/ carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. To contribute to the planning and evaluation of learning activities, providing feedback on pupil progress and behaviour as required.
10. To support supervision of pupils during breaktimes and mealtimes, in accordance with their individual needs
11. To aid the pupils to learn as effectively as possible both in group situations and on their own, both inside and outside the classroom.
12. To establish positive, professional relationships with pupils and respond appropriately to their individual needs
13. To promote the inclusion and acceptance of all children.
14. To provide the necessary pastoral care to enable children to feel secure and happy.

15. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour.
16. Be aware of and comply with the procedures relating to safeguarding / child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a DSL / DDSL and attend necessary training.
17. Contribute to the overall ethos/work/aims of the school.
18. Attend and participate in relevant meetings and training as required.
19. Set a good example in terms of dress, punctuality and attendance.
20. Prepare and present displays of children's work as required.

Midday Supervisory Assistant (Lunchtime Support)

1. To supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs – in the dining room, playground / field.
2. Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
3. Engaging with the children to promote independence and positive behaviour, ensuring the behaviour system is followed with incidents reported accordingly.
4. Interacting with the children to provide interesting and fun play.
5. Provide first aid during the lunch period as required

This role may also involve:

- Administering first aid as required.
- Administration of medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Supporting the schools Asthma friendly schools programme and schools Allergy Policy.
- Updating pupil records.
- Assisting with break-time supervision including facilitating games and activities.
- Assisting with escorting pupils on educational visits.
- Supporting pupils in using basic ICT.
- Invigilating exams and tests.
- Assisting pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Undertaking moving and handling activities where required.
- Supporting teachers with administrative tasks including photocopying.

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.

Knowledge, Skills and Abilities for the role:

Essential

- Strong communication and interpersonal skills.
- Strong organisational skills.
- Ability to work with children sensitively and appropriately with a positive approach to behaviour management.
- Basic IT skills.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Experience of supporting children in an education or childcare setting
- Experience of working with pupils with special educational needs
- Experience or working 1:1 or with small groups.
- Knowledge of supporting and leading learning activities.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Current Paediatric or Basic First Aid trained or willingness to obtain.

Job Context:

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provides assistance to pupils on social, welfare and health matters (toileting/ dressing) and provides support to the teacher on behaviour management of pupils.

Supervision:

- The jobholder will usually be managed by a member of the school's senior leadership team or by a more senior teaching assistant.

Problems, Demands & Decisions:

- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Physical Effort:

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.

- The job may involve lifting children, for example after falls or accidents.

Working Environment:

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting.
- The job may include clearing up blood or other bodily fluids of children after an accident or sudden illness.