

Ibstone CE Primary School

1:1 Teaching Assistant

JOB PURPOSE

- To provide support for a named child under the direction of the class teacher or headteacher.
- To assist in the support and inclusion of children with Special Educational Needs (SEN) and/or diverse learning needs within the school.

DUTIES AND RESPONSIBILITIES:

The post holder will be expected to work with individual children having special, or particular, needs and/or groups of children – as directed. The following does not represent an exhaustive list but gives an indication of the role of the post.

Classroom Preparation

- To prepare classroom and associated area for use, setting out equipment, apparatus etc. To put away materials after use and ensure classrooms and associated areas remain tidy.
- To assist with the photocopying and the making of work or topic cards/sheets/books and other teaching aids – as necessary.

Planning and organisation

- To assist with the general management and organisation of children and resources/equipment which relate to the support of children.

Working with Children

Under the guidance /direction of relevant member(s) of the teaching staff:

* To work with an individual or groups of children on specific activities, such as:

- reading, writing, mathematical activities
- practical, creative, recreational activities
- the use of specialised equipment e.g. computers / iPads

* To assist with the supervision of children:-

- during School Worship
- playground duty
- lunch duty
- on outings and educational visits

* To assist children with:

- toileting
- the attainment of personal hygiene skills
- the removal/ replacement of clothing/ footwear
- to ensure a child takes his/her medicine at specified times (when applicable)

Assessment of Children

- The general observation of children, giving feedback to staff – as relevant.
- To bring to the class teacher's attention any needs, difficulties, problems identified whilst working with children
- To provide any relevant information for the annual review process and/or case conferences.

Care and Welfare

- To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs - such as checking phonic ear, hearing aids etc. When necessary, to issue prescribed medication - in line with the School's policy and procedures and following prior agreement with the parent(s).
- To ensure Health and Safety regulations are complied with at all times.

Professional Relationships

- To maintain a supportive and positive relationship with all colleagues.
- To work with external agencies, such as SaLT and the Specialist Teaching Service

Administration

- To undertake specific administrative tasks - associated with those children receiving special care or attention
- as relevant and directed.
- To undertake any other reasonable non-teaching duties as directed by the Headteacher.

Other Associated Tasks

Such as:

- attending relevant courses/training to develop experience and broaden awareness
- participating in all aspects of School life
- reinforcing the standards and expectations that exist within the School
- to ensure that confidentiality is maintained at all times.
- to promote the positive image of the School within the local community.
- to participate with the School's appraisal process.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Teaching Assistant

Head Teacher

Name:

Signed:

Signed:

Date: