



Primrose Hill C of E Primary Academy

Job Description: Teaching Assistant KS1

Employment Details

Job Title:	1:1 Teaching Assistant KS1
Department:	KS1
Reports to (Job Title):	Class Teacher
Staff Responsibilities (Job Title):	Delivering planning, support and advice to aid the teaching and learning of a child with special needs.
Hours of Work	Part time, term time only plus INSET days
Level and Scale Point:	Grade 5, SCP 11– 14 (£24,054 - £25,409 pro-rata)
Job Purpose:	<ul style="list-style-type: none">• Play a key role in the continued development of an individual child, working closely with the class teacher and the Special Educational Needs Coordinator (SENCO).• Work with parents, key agencies and the child to ensure effective inclusion.• Keep up-to-date with national strategies for supporting pupils with SEN.

Main Duties/Responsibilities

Responsibility:	<ul style="list-style-type: none">• Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the designated safeguarding lead• Contribute to the overall ethos, aims and work of the school• Set a good example in terms of dress, punctuality and attendance• Attend TA meetings• Attend and participate in meetings and in-service training activities as required• Provide support for SEND pupil inside and outside the classroom to enable them to access learning• To support the teacher in adapting resources to make them accessible for identified SEND pupil• To undertake routine feedback in line with school policy• To contribute to annual reviews for the pupil's EHCP as necessary and help monitor their progress• To be fully engaged with the EHCP for the individual pupil• To deliver specific targeted intervention programs to meet the needs of the individual pupil as directed by the class teacher• To work collaboratively with other professionals, such as educational psychologists, Advisory Teaching Service and other TAs as part of a professional team as necessary• To accompany teaching staff and pupils on visits and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher• To assist with carrying out risk assessments for activities undertaken by the individual pupil; ensuring their safety and wellbeing• Administrative duties• Prepare and present displays of pupils' work• Support class teachers in photocopying and other tasks to support teaching• Prepare and maintain visual timetables for the individual pupil• Maintain a communication system, as required, with the parents/carers of the individual pupil, under the direction of the class teacher.
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Personal Specification

	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> NVQ Level 2 Supporting Teaching and Learning in Schools or equivalent 	<ul style="list-style-type: none"> SEND qualifications. NVQ level 3 or working towards the qualification. 	<ul style="list-style-type: none"> Certification.
Experience	<ul style="list-style-type: none"> Classroom experience of working with children, including those with SEND, in either a paid or voluntary capacity. Classroom experience of working with KS1 children, in either a paid or voluntary capacity. 	<ul style="list-style-type: none"> Classroom experience of the National Curriculum in either a paid or voluntary capacity. Experience of supporting children through a speech and language program. Sound knowledge of phonics Experience of supporting children in early maths development. 	<ul style="list-style-type: none"> Application form/letter.
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge of SEND and the support requirements. Knowledge and understanding of a broad and balanced curriculum. Ability to work to the teacher's instructions. Ability to liaise with parents and families. Commitment to providing high quality childcare. Ability to work from own initiative. Competent in the use of IT. 	<ul style="list-style-type: none"> Able to work as part of a team. Ability to manage behaviour during periods of child anxiety. 	<ul style="list-style-type: none"> Assessment at interview.
Personal Qualities	<ul style="list-style-type: none"> Strong organisational skills. Excellent communication and interpersonal skills. Excellent time management skills. Calm in manner, approachable and flexible. Commitment to equal opportunities and inclusion. Willingness to learn and self-develop. Patience and the ability to remain calm in challenging situations. Empathetic. Able to deal with sensitive information in a confidential manner. 	<ul style="list-style-type: none"> Flexibility. 	<ul style="list-style-type: none"> Assessment at interview.



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Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to suit the changing needs of the school or child. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.