



*That they may have life; life in all its fullness - John 10:10*

# HORDLE CE (VA) PRIMARY SCHOOL AND NURSERY

## TEACHING ASSISTANT - ROLE PROFILE

**ROLE TITLE: 1:1 TEACHING ASSISTANT**

**ROLE HOLDER:**

**LINE MANAGED BY:** Headteacher

**DATE:**

### 1. MAIN PURPOSE

The Teaching Assistant (TA) will:

- work with class teachers to raise the learning and attainment of pupils
- promote pupils' independence, self-esteem and social inclusion
- give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- establish positive and nurturing relationships with pupils and interact with them according to individual needs
- demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special education needs and disabilities (SEND)
- promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

### 2. DUTIES AND RESPONSIBILITIES

#### Supporting pupils

- establish positive and nurturing relationships with pupils and interact with them according to individual needs
- Set challenging and demanding expectations and promote self-esteem and independence
- use effective behaviour management strategies consistently in line with the school's policy and procedures
- support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Help pupils develop resilience and independence, both learning in lessons and forming positive relationships with all

#### Teaching and learning

- demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special education needs and disabilities (SEND)
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- support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Provide feedback to pupils in relation to progress and achievement under the guidance of teachers
- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs & disabilities (SEND), delivering activities inside or outside the classroom under the direction of the class teacher
- Support the teaching of a broad and balanced curriculum aimed at all pupils
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- monitor pupil engagement and responses to learning, record and report on progress and attainment, sharing this information with relevant staff in a timely manner
- contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or phase leader

### **Planning and preparation**

- contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- read and understand lesson plans shared prior to lessons, if available
- prepare the classroom for lessons

### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with parents and carers under the direction of teachers
- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, under the direction of teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Actively strive to establish effective and supportive relationships with parents and carers

### **Health & Safety**

- promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- administer first aid and maintain accurate reporting.
- effectively communicate and report any accidents or health and safety concerns, as per the school's procedures

## **3. PROFESSIONAL DEVELOPMENT**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures



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- To be a reflective practitioner, evaluating and improving upon your own practice
- Undertake any necessary professional development in order to achieve the targets set by the School Excellence plan and in the performance management process

#### **4 SAFEGUARDING**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies, reporting any concerns to the appropriate person
- Promote the safeguarding of all pupils in the school

#### **5 OTHER AREAS OF RESPONSIBILITY**

- Create and maintain a purposeful, orderly and supportive learning environment for all
- Comply with policies and procedures
- Appreciate and support the role of all colleagues and external professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtime as and when required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To undertake any other task deemed appropriate by the Headteacher

#### **Notes**

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

This school has a whole school mental health and wellbeing strategy and all staff are expected to conduct themselves in a way which supports the mental health and wellbeing of all members of the team.

#### **PERSON SPECIFICATION**

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li></ul>	<ul style="list-style-type: none"><li>• First aid training, or willingness to complete it</li></ul>



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<b>Experience</b>	<ul style="list-style-type: none"><li>● Experience working in a school environment or other educational setting</li><li>● Experience working with children / young people</li><li>● Experience planning and delivering learning activities</li></ul>	<ul style="list-style-type: none"><li>● Experience working with children/young people with special education needs and disabilities (SEND)</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>● Good knowledge and understanding of Key Stage Two literacy and numeracy skills, including spelling</li><li>● Good organisational skills</li><li>● Ability to build effective working relationships with pupils and adults</li><li>● Skills and expertise in understanding the needs of all pupils</li><li>● Knowledge of how to help adapt and deliver support to meet individual needs</li><li>● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li><li>● Excellent verbal communication skills</li><li>● Ability to work as part of a team and to be flexible in their approach to daily routines</li><li>● Active listening skills</li><li>● The ability to remain calm in stressful situations</li><li>● Knowledge of guidance and requirements around safeguarding children</li><li>● Good IT skills, particularly using IT to support learning</li></ul>	<ul style="list-style-type: none"><li>● Co-regulation techniques and strategies</li><li>● Understanding and experience of ASC/Dyslexia/Dyspraxia</li></ul>



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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● Enjoyment of working with children</li><li>● Sensitivity and understanding, to help build good relationships with pupils</li><li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>● Commitment to maintaining confidentiality at all times</li><li>● Commitment to safeguarding pupil's wellbeing and equality</li><li>● Resilient, positive, forward looking and enthusiastic about making a difference</li><li>● Capacity to inspire, motivate and challenge children and young people</li></ul>	
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