



Chewton Mendip CEVA Primary School, Radstock BA3 4LL

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**Person Specification and Job description 1:1 Teaching Assistant**

	<u>Essential</u>	<u>Desirable</u>	<u>Assessment</u>
Holds a NVQ Level 2 or equivalent teaching assistant qualification		✓	Application
Experience of working in a school	✓		Application
Experience of working with children across the primary phase		✓	Application
Experience of working with children with additional needs	✓		Application
Knowledge of safeguarding practices and procedures within a school setting	✓		Application and interview
Committed to ensuring all pupils are kept safe.	✓		Application
Enhanced DBS check	✓		Recruitment checks
Good written communication skills	✓		Application
Good oral communication skills	✓		Application and interview
Ability to lead learning activities with groups of pupils	✓		Interview and task
Understand the key factors that enable children to learn and make good progress	✓		Application and interview
Ability to contribute to individual learning plans	✓		Application and interview
Experience of attending and participating in meetings to review pupil progress		✓	Application and interview
Knowledge of positive strategies to promote excellent behaviour.	✓		Application and interview
Ability to lead interactive activities at break times and lunchtimes	✓		Interview
Have a positive attitude and be resilient	✓		Interview
Ability to work as part of a team	✓		Application and interview

Be well organised and practical	✓		Application and interview
Be adaptable and flexible	✓		Application and interview
Be fully supportive of the Christian ethos of a Church school.	✓		Application and interview
Understand the need to maintain appropriate confidentiality	✓		Application and interview

### **JOB DESCRIPTION**

To support children who require 1:1 support from an adult by:

#### **Establishing and maintaining relationships with individuals and groups**

- Establish relationships with individuals
- Establish relationships with groups

#### **Supporting pupils during learning activities and in the playground**

- Provide support for learning activities
- Prepare resources
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging students to take responsibility for their own learning and promoting development of self-esteem

#### **Assisting in preparing learning environment**

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities

#### **Contribute to maintaining pupil records**

- Confirm role and responsibility for helping to maintain records with the teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure contributions are accurate, complete and up to date

#### **Observe and report on pupil performance**

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

#### **Contribute to planning of learning activities**

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

#### **Promote social and emotional development of pupils**

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils

- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise
  - Planning and leading small group sessions.

### **Support maintenance of pupil safety**

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

### **Contribute to health and wellbeing of pupils**

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed

### **Contribute to the management of pupil behaviour**

- Promote school policies on pupil behaviour
- Support the implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour or Pastoral Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved

### **Review and develop own professional practice**

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

### **Support use of ICT in the classroom**

- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

### **Help pupils to develop literacy and numeracy skills**

- Knowledge of school's policies for English and Maths
- Working with individuals and groups across all subjects

### **Provide literacy/numeracy support to allow access to curriculum**

- Knowledge of intervention strategies to support pupils
- Supporting access to the curriculum through provision

### **Liaison with other team members and parents in a professional manner**

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

This is not an exhaustive list. Other activities may be requested by the headteacher.

- Be committed to ensuring children stay safe and follow safeguarding procedures and practices.
- Be fully supportive of the school's Christian ethos as a church school.