



## **JOB DESCRIPTION: 1:1 TEACHING ASSISTANT FOR A NAMED CHILD**

**Hours:** 8.15am – 3.45pm Full Time (term time plus INSET)

**Salary:** The salary will be competitive and commensurate with experience

**Reporting to:** Deputy Headteacher; Learning Support Coordinator

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **JOB SPECIFICATION AND CORE RESPONSIBILITIES**

The 1:1 Teaching Assistant for a Named Child will have the following responsibilities:

- To work as 1:1 Teaching Assistant for a named child
- To support arrival at school and planning for the day ahead
- Be responsible for their safety and movement around school site and the recording of work as necessary
- To ensure the health, safety and wellbeing of the children and report any hazards observed
- Ensuring the pupil is able to use equipment and materials provided

- Liaising with class teacher, Learning Support Coordinator and other professionals about Education and Health Care Plans (EHCP), contributing to the planning and delivery as appropriate
- Assist in the implementation of the Support Plan for named child and the Annual Review
- To support and deliver any social skills, emotional support and gross/ fine motor skills, as necessary
- Providing additional nurture to the individual when requested by the class teacher or Learning Support Coordinator
- To keep detailed, up to date records of support provided to named child
- To provide individual support, as required, during examination sessions
- To provide support in social situations, both in and out of the classroom, as required
- To provide support in using Technology to record work
- Be familiar with the contents of the School's Staff Handbook and adhere to all school policies;
- Keep abreast of current educational issues and developments through CPD and personal research;
- Attend staff meetings and briefings and evening events as requested by the Head of Key Stage 3 and Key Stage 4;
- Maintain good communication with pupils, parents and colleagues at all times.

#### **GENERAL RESPONSIBILITIES AND DUTIES**

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own
- Clarifying and explaining instructions - if needed
- Motivating and encouraging the pupil(s), as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc - if needed
- Using praise, commentary and assistance to encourage the pupil (s) to concentrate and stay on task
- Consistently and effectively implementing agreed behaviour management strategies, if needed
- Supporting differentiation and feedback to class teacher
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To support the pupil in developing social skills both in and out of the classroom
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Provide support for individual pupils or groups of pupils inside the classroom as directed
- Help to maintain discipline inside and outside the classroom, in line with school policy
- Attend Open mornings / evening events as requested by the Deputy Headteacher
- Maintain good communication with pupils, parents and colleagues at all times

- To promote and uphold the Catholic ethos of the school;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed;
- Work towards and support the school vision and Senior Leadership Team in creating a culture for learning, high standards of achievement and success;
- Support and contribute to the school's responsibility for the welfare and safeguarding of pupils;
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process, attend meetings and staff training;
- Undertake other reasonable duties related to the job purpose required from time to time.

### EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### PERSON SPECIFICATION

- Be a good team player and a willing learner
- Hold the relevant Teaching Assistant qualification
- Be able to use initiative
- Possess good communication skills when relating to children, colleagues and parents
- Be friendly and positive thinking
- Have excellent classroom organisational and management skills
- Be able to provide a stimulating learning environment for pupils
- Be highly motivated to enable each child to reach their potential
- Have high expectations for all – both for attainment and behaviour
- Be confident in the use of ICT to support learning
- Be able to challenge and nurture all pupils
- Be able to provide outstanding personal, social and emotional care
- Be able to reflect on own practice and also to receive and act upon constructive feedback from colleagues
- Be committed to raising standards and achievement in teaching and learning
- Be keen to undertake further professional development and to feedback to other staff where appropriate.

The above job description is subject to annual review. The duties and responsibilities listed above is not an exhaustive list. The post holder is expected to accept any reasonable requests from the Headteacher that may from time to time be necessary.