



JOB DESCRIPTION

Post

1:1 Inclusion TEACHING ASSISTANT

Job Purpose

To work under the guidance of the Inclusion Team to provide one to one support to a pupil. You will assist in meeting the learners' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times. This will be in accordance with school policy and government initiatives in the pursuit of high standards of pupil achievement.

Departmental / Team Purpose

The purpose of the school is to meet the educational needs of children and young people within the local community

Main Tasks / Accountabilities

- ♦ Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE
- ♦ Maintain high standards of confidentiality
- ♦ To form relationships with children to ascertain how their needs may be met
- ♦ To support children in English and Maths to help raise achievement and attainment
- ♦ To maintain an up to date record of the pupils' current attainment, support given and current interventions (e.g. intervention trackers, IPPs, assessment spreadsheets etc)
- ♦ When requested, work with the Inclusion Team to help deliver specific interventions or programmes
- ♦ When required, contribute to the process of monitoring and evaluation of the interventions in line with agreed school procedures
- ♦ Regularly report back to the class teacher on pupil progress and areas of concern
- ♦ To maintain high standards of behaviour management reinforcing the school values
- ♦ Accompany groups or individuals around school e.g. library, ICT suite
- ♦ Contribute positively to effective working relationships within the school



- ♦ Liaise with the Inclusion Manager and class teacher on a daily basis to discuss and carry out class tasks
- ♦ Assist with classroom administrative tasks e.g. photocopying, filing, general examination administration tasks, school trips and maintain class records at the request of the class teacher
- ♦ Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment
- ♦ First Aid and/or lunchtime/break time playground supervision if required
- ♦ Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

PERSON SPECIFICATION

Knowledge/Qualifications :
• Good standard of general education e.g. GCSE English, Mathematics Grade C or above • NVQ Level 2 / CACHE Level 2 Certificate or equivalent
Skills/Abilities :
• Knowledge of the national school curriculum • Knowledge of Read Write Inc • Good questioning skills • Good observation and assessment skills • Ability to work within a team working environment and also able to work independently • Excellent communication and interpersonal skills • Good organisational skills • Confidentiality and professionalism at all times
Experience :
• Calm under pressure, adaptable and energetic • A caring and positive attitude • Use of Maketon • A good listener and sensitive to pupil needs • A sense of responsibility • Positive behaviour management • A good sense of humour • Flexibility and use of initiative is very important • Being a supportive, team player



Personal Qualities :

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important
- Being a supportive team player

Special Factors :

- Needs to work flexibly to accommodate educational trips
- Responsibility for first aid if required