



Windlesham School Job Description

JOB TITLE 1:1 Teaching Assistant
RESPONSIBLE TO: The SENCO
MAIN PURPOSE OF THE JOB: To support in promoting the learning and personal development of a 5 year old pupil, to enable them to make best use of the educational opportunities available to them
SPECIFIC DETAILS: <ul style="list-style-type: none">• 10 hours per week, term time only. Commencing this term and continuing in 2022 -2023 academic year (check school website for term dates)• Approx. 9.00 – 12.00, Monday to Friday (depending on specific lessons timetabled)• 1:1 support for boy in Year 1• Some experience of working with children with SEN would be desirable• Nurturing approach is essential
RATE OF PAY: £9.92 per hour
START DATE: As soon as possible
APPLICATION PROCESS: Please request an application form from the school. The deadline for applications is Monday 23 rd May. Interviews will be held during the same week.

JOB DESCRIPTION

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs

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Preparing children for life



- Assisting in weaker areas, e.g. application in lessons and dyspraxia related exercises.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about SEN Support Plans
 - Helping to make appropriate resources to support the pupil(s)
 - Meeting pupils' physical needs while encouraging independence
2. To establish supportive relationships with the pupil concerned
 3. To determine, with the class teacher, the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties.
 4. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
 5. 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.
 6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
 7. To mark pupil's work under the direction of the class teacher
 8. To support the pupil in developing social skills both in and out of the classroom
 9. To support the use of ICT in learning activities
 10. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
 11. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
 12. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
 13. To use the school's system for recording progress
 14. Where appropriate, to know and apply positive handling techniques
 15. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
 16. To know and apply school policies on Safeguarding, Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc



17. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
18. To be aware of confidential issues linked to home/pupil/teacher/school
19. To contribute towards reviews of pupil(s)' progress as appropriate
20. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
21. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
22. To carry out the above duties in accordance with the school Equality Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

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