

## JOB DESCRIPTION: 1:1 TEACHING ASSISTANT

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

<b>Scope &amp; General Purpose:</b>	To assist in promoting the learning and personal development of the Pre-Prep pupil/s to whom you are assigned, enabling them to make best use of the educational opportunities available to them.
<b>Responsible to:</b>	Head of Pre-Prep / Head of Learning Support
<b>Hours of work:</b>	Full-time, Monday to Friday 0815-1530.  School term time only (to include working days prior to the return and after the departure of pupils, as may be necessary for the proper performance of your duties).
<b>Annual Leave:</b>	Statutory 28 days' annual leave, <i>pro rata</i> , to be taken outside of term time.
<b>Notice Period:</b>	One School term
<b>Contract:</b>	2 year Fixed-term contract

### Key Tasks

To assist in promoting the learning and personal development of the Pre-Prep pupil/s to whom you are assigned, enabling them to make best use of the educational opportunities available to them.

### Role

- To aid the pupil/s to learn as effectively as possible both in group situations and on their own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with the class teacher, external agencies and Head of Learning Support to contribute towards the planning and delivery of support and the fulfilling of individual targets.
  - Providing additional nurture to the pupil when requested by the class teacher.
  - To undertake calming and sensory work with the pupil/s, when required

- Helping to make appropriate resources to support the pupil/s
- To establish a supportive relationship with the pupil/s concerned
- To promote the inclusion of the pupil/s within their year group, encouraging pupils to interact with each other in a supportive and inclusive way
- Monitor the pupil's response to their learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop independence, self-reliance and self-esteem
- To support the pupil in developing effective social skills both in and out of the classroom
- Under the direction of the subject teachers, to carry out and report on observations of the pupil to gather evidence of his knowledge, understanding and skills upon which the teachers make judgements about his progress
- When working with the pupil/s as part of a group, to understand and use group dynamics to promote group effectiveness and support the pupil's performance within the group
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, and Equal Opportunities
- When appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To be willing to support playground/break time supervision, having a particular role of observing the pupil/s and assisting them to resolve issues that arise in his play, if appropriate

## ***Safeguarding of Children***

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

## **Knowledge, Skills and Experience Required**

### ***Essential***

- An affinity and care for children, particularly those with special educational needs.

- The appropriate aptitude and attitude to be able to build positive relations and support the pupil with their learning and development. Further training can be offered in post if required.
- Good literacy and numeracy skills.
- Excellent interpersonal skills with the ability to communicate effectively at all levels, including with the pupil, colleagues and parents.
- Demonstrates patience, with a kind and caring manner.
- Ability to work under own initiative.
- Proven successful decision-making skills.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

### ***Desirable***

- Experience of working with children in an education setting, ideally on a 1 to 1 basis.
- Experience of working with children with special educational needs.
- A Teaching Assistant qualification.

### ***Continuing Professional Development includes:***

- Attendance at Full Staff meetings and Staff INSET days which tend to occur on the first two days before the start of a new term.
- A willingness to update first aid expertise and observe high standards of safety.
- The undertaking of Child Protection Training as required and in line with the Witham Hall School Safeguarding Children Policy.
- Attendance at any available training suggested by the CPD co-ordinator, or any local area cluster groups as appropriate.

### **Note**

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.