



Appleton CE Primary School  
Building Wisely for Life

# Teaching Assistant with 1 to 1 responsibilities

## Job Description

<b>Job title</b>	Teaching Assistant – general classroom support/1 to 1
<b>Salary Scale</b>	Grade 4
<b>Hours</b>	32.5
<b>Responsible to</b>	SENDCo
<b>Responsible for</b>	EYFS, KS1 and KS2 classes
<b>Purpose of Job</b>	
<ul style="list-style-type: none"><li>To work under the guidance of teaching/senior staff to undertake work/care/support, to enable access to learning for pupils with SEND. Work may be carried out in the classroom or outside the main teaching area. At lunchtimes, to work alongside other lunchtime supervisors and catering staff to support children as they eat their lunch and to lead games and activities on the playground.</li><li>To promote the aims and objectives of the school and maintain its Christian Ethos.</li></ul>	
<b>Support for the teacher</b>	
<ul style="list-style-type: none"><li>Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li><li>Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li><li>Assist with the planning of learning activities</li><li>Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li><li>Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li><li>Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established positive behaviour policy and encourage pupils to take responsibility for their own behaviour</li><li>Establish constructive relationships with parents/carers</li><li>Provide clerical/admin. support e.g. photocopying, typing, filing, administer coursework etc.</li></ul>	

## **Support for the curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of basic ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **Christian Ethos**

- To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
- To implement the policy of the Governing Body on Religious Education in accordance with the trust deed.
- To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- To foster good relationships with all members of the school and local community including parents.
- To promote the school and all it stands for on all occasions, particularly when working with stakeholders.
- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

## **Support for pupils**

- Supervise and provide 1:1 support for pupils with individual SEND learning needs, ensuring their safety and access to learning activities
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities • Help to secure the best possible outcomes for all pupils

## **Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### **Health, Safety and Discipline**

- Promote the safety and wellbeing of pupils.
- Use the School's Behaviour Policy to manage behaviour effectively to provide a safe learning environment for all pupils.

### **Safer Recruitment**

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

*The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.*