

## 1:1 TA JOB DESCRIPTION

### Orchard Lea Federation

<b>Post</b>	1:1 Teaching Assistant & Lunchtime Role
<b>Line Manager</b>	Leaders/Class Teacher/SENCO
<b>Details of Employment</b>	
<b>Pay Scale</b>	<b>Scale B or C</b>
<b>Hours</b>	<b>31.25 hours per week</b> <b>44.60 weeks per year</b>

**Main Functions:** To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

- 1 To aid the pupil 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 pupils' needs.
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate.
  - Providing additional nurture to individuals when requested by the class teacher or SENCO.
  - Consistently and effectively implementing agreed behaviour management strategies.
  - Helping to make appropriate resources to support the pupil.
- 2 To establish supportive and appropriate relationships with the pupil concerned.
- 3 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 pupils' 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 and with specific programmes.

- 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 Where appropriate, to know and apply positive handling techniques.
- 14 To know and apply all school policies especially those relating to Child Protection, Safeguarding, SEND, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, use of IT and Social Media and our Staff Code of Conduct.
- 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 the 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 to further knowledge and skills of working with a child with specific learning difficulties.
- 22 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.
- 23 To accompany teacher and pupils on educational visits.
- 24 To provide individual support, as required, during examination sessions.
- 25 To provide an hour lunchtime supervision by interacting with children, encouraging them to play and helping to resolve any problems.
26. To assist with the whole class and other group activities as required.