



# Dunton and Wrestlingworth C of E VC Lower Schools Federation



<b>Job Title:</b>	1:1 Teaching Support Assistant	<b>Job Category:</b>	Support staff
<b>Location:</b>	Wrestlingworth VC Lower School	<b>Position Type:</b>	Fixed Term
<b>Year Group:</b>	Named child in Year 1	<b>Start date:</b>	September 2024
<b>Level / Salary Range:</b>	NJC point 3 to point 7, depending on experience. £16,052pa - £17,152 pa (actual)	<b>Hours:</b>	9.00am – 3.30pm with 30 min unpaid break (30 hrs per week) term time only

## Job Purpose:

Under the instruction and guidance of teaching staff/SENDCo, to support a child in Year 1 with their learning and attend to the social, personal and physical needs of the child in order to support their learning and development and to ensure their safety.

## Job Description:

### Main duties and responsibilities:

#### Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with an EHCP, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

### **Support for Teachers**

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Send Support Plans and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.).
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

### **Support for the Curriculum**

1. To support the teaching of English, Maths or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

### **Support for the school**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings as appropriate, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.
6. To actively promote and support the safeguarding of children and young people in school, ensuring that our school safeguarding and child protection policies and procedures are adhered to at all times.

*Please note, whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.*

<b>Person Specification:</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent) with English and Maths at a 4/Grade C or higher</li> </ul>	<ul style="list-style-type: none"> <li>A-Levels / Degree and / or aspiring to enter teaching</li> <li>NVQ Level 2 or above</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Past experience of working with children within the last 5 years</li> </ul>	<ul style="list-style-type: none"> <li>2 years' experience of working with children in an educational setting</li> <li>Experience of being a 1:1 support for a child with SEN</li> </ul>
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>Understanding educational needs of children</li> <li>Ability to contribute to the planning and development of educational activities</li> <li>Ability to work collaboratively with others</li> <li>Ability to work without supervision</li> <li>Ability in the use of IT in a classroom setting</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of planning and development of educational activities</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Effective communication and interpersonal skills, including the ability to converse at ease in accurate spoken English with adults and children</li> <li>Flexible approach to adapt to a changing environment</li> <li>Able to demonstrate high standards of integrity, confidentiality and reliability</li> <li>Commitment to equality principles</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake further training if necessary</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>Ability to perform all the physical duties and responsibilities of the post</li> <li>To work inside and outside in all weather conditions</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Knowledge of Safeguarding and child protection legislation</li> <li>Willingness to occasionally work at our other school where the need arises</li> <li>Appropriate DBS Clearance before post is taken up</li> </ul>	<ul style="list-style-type: none"> <li>Current first aid certificate</li> <li>Driving Licence due to our rural village locations</li> </ul>

*Our schools are committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*