



Job Description

Establishment: Oaksey C of E Primary School

Job Title: 1:1 Teaching Assistant

Grade: Grade E6

Purpose of Job: To support a Year 4 pupil

KEY TASKS

1. Supporting the pupil

1.1 To support the pupil to engage with learning by:

- explaining and clarifying whole class inputs and instructions
- scaffolding the learning as required
- liaising with class teacher and SENCO about progress towards EHCP outcomes
- developing appropriate resources to support the pupil
- supporting development of a growth mindset

1.2 To develop social relationships and skills by:

- promoting positive social play experiences
- supporting cooperative and partner learning
- supporting transition between home and school

1.3 To support emotional regulation by:

- using a flexible and adaptable approach to behaviour management
- using Zones of Regulation to help the pupil communicate their emotions effectively

1.4 To provide regular feedback to the class teacher and SENCo

1.5 To maintain records relating to the pupil's progress

2. Supporting the school

- to liaise, advise and consult with other members of the school team
- to contribute to reviews of pupil progress
- to undertake other such duties commensurate with the grade of the post

Person Specification: 1:1 Teaching Assistant

	Essential	Desirable
1 Qualifications	<ul style="list-style-type: none"> • Good general education • Good standard of written and spoken English • Good standard of mathematics • Willingness to engage with future training opportunities 	<ul style="list-style-type: none"> • TA qualification eg. NVQ 3
2 Experience	<ul style="list-style-type: none"> • Experience of working with young children in an educational setting • Experience of working with children with social emotional and mental health difficulties • Working as part of a team 	<ul style="list-style-type: none"> • Experience of working with pupils in Key Stage 2 • Experience of working with pupils with developmental trauma or be willing to undertake training
3 Qualities	<ul style="list-style-type: none"> • 'Can do' • Empathetic • Sense of humour • Confidential • Flexible • Able to work in a team 	
4 Skills	<ul style="list-style-type: none"> • Excellent communication skills • Ability to build relationships with young children and adults • Works effectively with external agencies and parents • Follow plans and adapt practice to meet individual needs • Good organisational skills • Initiative and be able to work independently • Keep accurate records 	<ul style="list-style-type: none"> • Use ICT competently
5 Letter of application	<ul style="list-style-type: none"> • The ability to present succinctly an overview of your past experience, qualities and skills that are relevant to the post. 	
6 Reference	<p>a) Two fully supportive references which cover the candidate's personal qualities, character and suitability for the post.</p> <p>b) Have a clear 'Disclosure and Barring Service' (DBS) check</p>	