



Diocese of Norwich  
Education and  
Academies Trust

## The Nar Valley Federation of Church Academies

Executive Head teacher: Mrs Anne Neary

Web: [www.narvalleyfederation.co.uk](http://www.narvalleyfederation.co.uk)

### **Job Description ~ Teaching Assistant: 1:1 SEN Support**

**Job Title:** Teaching Assistant: 1:1 SEN Support

**Salary scale:** Scale C

**Contract type:** Fixed term contract ~ 1 year

**Hours:** 32.5 hours per week

**Reports to:** Class Teacher, SENDCo and Head of School

**Direct reports:** None

#### **Core Purpose:**

To assist in promoting the learning and personal development of the pupil and others to whom you are assigned, to enable them to make best use of the educational opportunities available.

#### **Main duties and responsibilities**

1. To aid the pupil and others to learn as effectively as possible both in group situations and individually by,
  - Clarifying and explaining instructions
  - Ensuring the pupil and others is able to use equipment and materials provided
  - Motivating and encouraging the pupil and others 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 and others to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual support plans and Health Care plans where appropriate, contributing to the planning and delivery
  - Providing additional support to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make and then use appropriate resources to support the pupil and others
  - To establish supportive relationships with the pupil and others
  - To promote the acceptance and inclusion of the pupil with SEN, encouraging the pupil and others to interact with each other in an appropriate and acceptable manner
2. Monitor the pupil and others response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
3. To give positive encouragement, feedback and praise to reinforce and sustain the pupil and others



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efforts and develop self-reliance and self-esteem.

4. Under agreed school procedures and in line with statutory guidance on supporting the pupil and others at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
5. To mark the pupils' and others work under the direction of the class teacher
6. To support the pupil and others in developing social skills both in and out of the classroom
7. To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker, Dyslexia Gold)
8. To provide regular feedback on the pupil and others learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of learning tasks and the behaviour strategies adopted
9. Under the direction of the teacher, carry out and report on systematic observations of the pupil and others to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
10. When working with a group of pupils and others, understand and use group dynamics to promote group effectiveness and support group and individual performance
11. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
12. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
13. To be aware of confidential issues linked to home/pupil/teacher/school
14. To contribute towards reviews of the pupil and others progress as appropriate
15. Promote good pupil behaviour and, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
16. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
17. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
18. Willing to support playground/break time supervision e.g. educational games, homework clubs, etc
19. To accompany teacher and the pupil and others on educational visits
20. To liaise with the pupil and others families under the direction of the Class Teacher
21. To carry out the above duties in accordance with the SEND Code of Practice and Education Department's Equal Opportunities Policy.

### Support for the curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
2. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use including supporting the use of ICT in learning activities and



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developing pupils' competence in its use.

### Support for the school

1. 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.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required
4. Assist with the supervision of pupils out of lesson times, including before and after school and 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
5. Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management