

## **1:1 Level 2 Teaching Assistant**

**Salary:** Scale point 4 : 7

**Hours:** 34hrs/week, term time only

### **Responsible to: Headteacher/Line Manager/Class teacher**

The postholder will be responsible for assisting teachers in supporting the individual learning programme for a child with complex needs and to provide support for their physical, social, language, speaking and listening and welfare needs within the school.

**Purpose of Job:** To assist the class teacher with the education, supervision and welfare of individual children with physical, medical, behavioural or language needs. This post is temporary, linked to the child's Education Health Care Plan.

### **Duties and responsibilities:**

- Establish a supportive relationship with the child concerned.
- To support the child's learning in class under the direction of the Class Teacher and to help them to develop their self-esteem and social and emotional skills
- To support the Class Teacher in developing specific activities and carrying out an individual programme for the child, including any programmes directed by the Physiotherapist or Occupational Therapist.
- To adapt teaching materials to ensure the child can access them.
- To prepare specific activities, by collecting and setting up the necessary classroom equipment and resources under the guidance/direction of the teacher.
- To help the child to learn as effectively and independently as possible, both in group situations and on their own e.g.
  - clarifying and explaining instructions
  - ensuring the child is able to use equipment and materials
  - assisting and developing the child's reading, using speech & BSL as necessary
  - assisting when children are uncertain e.g. with the meaning of words, spelling, handwriting, presentation.
  - Supporting the child with use of the toilet and changing in and out of clothes if necessary
  - Supporting the child with use of their hearing aid or cochlear implants throughout the day and in Audiology and speech and language therapy sessions.
- To support the child to achieve their Provision Map targets.
- To ensure the health and safety of the child and report concerns or details of accidents/incidents as necessary to the Class Teacher/Headteacher. This could mean using restraint if the child's behaviour would escalate leaving the child and or other children and adults in danger.

- To contribute to and implement the school's behaviour policy and support the child in complying with that policy.
- To assist with 1:1 children at the beginning and end of the day, lunchtime, in the playground and on educational trips as required.
- To ensure that the child's learning and curriculum resources are kept tidy and in good order.
- To implement and promote the school's equal opportunity and race equality policy at all times and to value diversity.
- To meet the child's physical, emotional and social needs, while encouraging independence e.g. help the child change for P.E or swimming, support with toileting etc. following guidance of the Physiotherapist and Occupational Therapist.
- To assist the child if necessary with aids or specialist equipment.
- To adhere to the whole school policy of Safeguarding each and every pupil

**To support the teachers including the following:**

- To report back verbally to the Class Teacher on the progress of the child in Literacy, Numeracy, language (BSL and/or speech) development and keep brief written records as necessary.
- To liaise with parents as directed by Teachers to foster good links between home and school e.g. home-school books.
- To carry out administrative tasks to assist Teachers e.g. photocopying, laminating resources etc.

**To support the sign bilingual practice:**

- To support the delivery of the child's individual programme or differentiated curriculum activities through the use of British Sign Language, tactile signing and spoken English.
- To encourage and develop the individual child's communication skills in general.
- To follow the school's Language and Communication policy.
- To encourage the child to be involved in the care and maintenance of their cochlear implant and report any faults if necessary.

**To support the curriculum, including:**

- To support the individual child's work in any curricular area under the guidance of the Class Teacher.
- To prepare differentiated activities and materials to support the child's learning across the curriculum under the guidance of the Class Teacher.

**General:**

- To attend 1:1 TA training and other relevant in-service training as and when required.
- To attend and contribute to all school team meetings as directed by the Class Teacher / Headteacher.
- To develop activities to promote positive social interactions between pupils during break times.
- To follow the school's safeguarding and child protection policy and procedures at all times.
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher.