

**Job Description**

**Level 2 Teaching Assistant: EHCP 1:1 Support**

**Name: Job Title:**

**Line Manager: Responsible to:**

Level 2 Teaching Assistant- Named Teaching Assistant for a child with an Education, Health and Care Plan (EHCP) (1:1)

Assistant Vice Principal/ SENCO

Working under the guidance of teaching staff and/ or other members of the Early Years Foundation Stage Team.

**Main Responsibilities:** 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 and to provide a high standard of personal and intimate care as required and in accordance with the child’s individual needs.

1. 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, mathematics, handwriting/presentation
   * ♣  Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
   * ♣  Liaising with the class teacher, other members of the Foundation Stage Team, the SENCO and other professionals about individual targets, 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. 2  To establish supportive relationships with the pupil concerned
3. 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.

1. 6  To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self reliance and self esteem.
2. 7  To mark pupils’ work under the direction of the class teacher
3. 8  To support the pupil in developing social skills both in and out of the Classroom
4. 9  To support the use of ICT in learning activities and with specific programmes to support learning.
5. 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
6. 11  Under the direction of the class 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
7. 12  When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
8. 13  Where appropriate, to know and apply positive handling techniques
9. 14  To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
10. 17  Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
11. 18  To be aware of confidential issues linked to home/pupil/teacher/school
12. 19  To contribute towards reviews of the pupil’s progress as appropriate
13. 20  To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
14. 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
15. 22  To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
16. 23  To accompany teacher and pupils on educational visits
17. 24  To provide individual support, as required, during examination sessions
18. 25  To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy.

**Additional Responsibilities:**

1. 26  To contribute to the overall ethos/ aims of the academy
2. 27  Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
3. 28  Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person in accordance with relevant policies
4. 29  Attend to first aid issues in line with school policy

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed......................................................................... (TA) Signed......................................................................... (Principal) Date.............................................