|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title:** | Event Linked Teaching Assistant (1:1) |  | **Grade:** | Scale 5 |
|  |  |  |  |  |
| **School:** | John Perryn Primary School |  |  |  |
| **Line manager:** | Class teacher/ SENDCo/ Senior Leadership Team |
| **Supervisory responsibility:** | None |
| **Hours:**  Full time, term time 35 hours per week8.30 a.m. to 3:30 p.m. (30 min lunch break) |  |

Main purposes of the job

* To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
* To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* You must also be able to demonstrate that you have the passion, experience and skills to work successfully on a 1-2-1 basis with children with identified needs (including challenging behaviours) by having the skills, patience and confidence to help them overcome their barriers to learning.
* A good understanding of the importance of lesson planning, SEN support plans and learning objectives is essential therefore, you must have excellent organisational, communication and interpersonal skills.
* The ability to be able to work constructively in supporting children in whole school activities such as playground duty and trips is expected and you should be resilient in your approach to challenging situations by using school strategies to effectively re-engage pupils.

Main responsibilities and tasks

### Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals with a wide range of needs and abilities, to deliver learning programmes.
2. To encourage the pupil to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupil, including helping pupils who are unwell, distressed or unsettled.
4. To assist the pupil with personal needs as appropriate.

### Support for the teacher:

1. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupil in their use.
2. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
3. To provide regular feedback to teachers on pupil’s achievement and progress.
4. To provide feedback on the pupil in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
5. To administer and mark routine tests under the guidance of the class teacher and in line with the school’s marking policy
6. To be aware of the planning of work and activities.

### Support to the school

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
2. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
3. To accompany teaching staff and pupil on visits, trips and out of school activities within contracted hours as required
4. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
5. To attend relevant meetings and participate in training opportunities and professional development as required.
6. To attend relevant meetings and participate in relevant training and performance development as required
7. To adhere to school health and safety policy including risk assessment and safety systems
8. To adhere to school policy on equality and diversity

### Support for the curriculum

1. To assist with the development of basic literacy, numeracy and ICT skills and to support their use in learning activities.
2. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.