



Job Description	
School	Keep Hatch Primary School
Post holder	
Job Title	1:1 Teaching Assistant
Employment Status:	Fixed Term Contract until end of summer term with possibility of extension. Start date March 2025 or as soon as possible
Salary Scale	Grade 3 Scale Point 5 (£12.18 p.h.)
Hours of Work:	Part Time Monday to Friday 8:30am – 12:10pm during term time

Job Purpose
To assist in promoting the learning and personal development a named pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

Personal Qualities
You need to have:

- A passion for our school’s vision
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children with all children including those with additional needs
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- A sense of responsibility
- The ability to use initiative when the need arises
- Flexibility for change
- The enjoyment of a challenge

You need to be:

- Committed to the development and well-being of both children and all other members of the Keep Hatch team
- Time efficient when carrying out tasks
- A well organised, self motivated person who enjoys working as part of a team as well as independently

Skills / Abilities
You must be able to:

- Communicate effectively with both children and adults
- Develop and maintain good professional relationships

<p>Organisation chart</p> <pre> graph BT SLT[SLT] PL[Phase Leader/ SENDCo] CT[Class Teacher] T1[1:1 Teaching Assistant] T1 --> CT CT --> PL PL --> SLT </pre>	<p>Summary of main contacts</p> <p>Teachers Pupils Parents Other school staff Other professionals</p>
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1:1 Teaching Assistant

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

- Read and adhere to guidelines in the Staff Handbook and the Staff Code of Conduct
- Read and adhere to guidelines in all policies and especially the following:
Assessment, Behaviour, E-safety, Feedback, Health and Safety, Preventing Bullying, Preventing Radicalisation, Safeguarding and Child Protection, Special Educational Needs and Disabilities, Teaching and Learning
- Maintain confidentiality at all times
- Build a strong working relationship with the 1:1 child, developing trust, to enable the child to make the best possible progress socially, emotionally and academically
- Supporting learning for an individual pupil under the guidance of the classroom teacher/SENDCo and advice from outside agencies
- Work with a designated individual under the direction of the class teacher or SENDCo and aid the pupil to learn as effectively as possible
- Assisting in liaison with other professionals respecting confidentiality and contributing to the observation, record keeping and assessment of pupil
- Use praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Know the Keep Hatch behaviour expectations and systems and ensure that these are followed at all times in order to maintain the ethos of the school. This applies not only to classrooms but to assemblies, all shared areas inside and outside.
- Working in partnership with parents; sharing information for the benefit of the child and providing relevant information as required
- Establish with the teacher a system of communication that enables you to carry out tasks and give feedback efficiently.
- Carry out 1:1 playtime supervision
- Observe Health and Safety regulations relating to the school at all times.
- Adhere to the school's safeguarding policy and procedures
- Attending staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

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.

Signed _____

Date _____