**Teaching Assistant (One-to-One) – Part Time and Term Time only**

**Job Description**

**Reporting to:** Senior School SENDCo

**Working pattern:** Part-Time (Term Time Only) with15 hours of support for a pupil currently in KS3.

**Job Overview:**We are seeking a dedicated Teaching Assistant to support a pupil with an Education, Health, and Care Plan (EHCP) within the secondary department of the school. The successful candidate will work closely with a pupil who has both communication and interaction needs and social, emotional and mental health needs.

This is a rewarding opportunity to make a positive impact by assisting the pupil in accessing the curriculum, providing emotional support, and promoting inclusion within the classroom environment.

**Key Responsibilities:**

* **Support for Pupils:**  
  Develop a positive and supportive working relationship with the pupil. Assist the pupil with their individual learning needs, following the goals and strategies outlined in their EHCP. Provide one-on-one or small group support to help the pupil engage with lessons and peers.
* **Classroom Assistance:**  
  Support the teacher in preparing materials and resources to ensure the pupil can access the curriculum. Assist in the delivery of differentiated lessons tailored to individual learning needs.
* **Behavioural and Emotional Support:**  
  Implement strategies to encourage positive behaviour and manage any disruptions in a calm and professional manner.
* **Communication and Collaboration:**  
  Work closely with the SENCO and other staff members to track pupil progress, update learning records, and ensure consistent support. Provide feedback to teachers and the SENCO regarding the pupil's development. Develop positive relationships and maintain open communication with parents.
* **Promote Independence:**  
  Encourage the pupil to develop independence in their learning and daily routines, fostering self-confidence and resilience.

**Person Specification**

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| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | GCSE English and Maths  Recognised teaching assistant qualification | Additional relevant qualifications |
| **Training** | Evidence of Continuing Professional Development relating to teaching & learning, pastoral work, SEND etc. |  |
| **Experience** | Experience of supporting teaching in Ks3 & KS4 |  |
| **Knowledge and Skills** | Knowledge and understanding of:   * EHCPs, Special Educational Needs, and related frameworks; * the theory and practice of providing effective support for the individual needs of children; * the monitoring, assessment, recording and reporting of pupils’ progress; * the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection;   Excellent ICT skills – Experience of teaching using iPads and other technology to enhance Teaching and Learning  Excellent communication and interpersonal skills, with the ability to build positive relationships with students, teachers, and parents. |  |
| **Personal Qualities** | Patience, empathy, and the ability to work under pressure.  A commitment to promoting inclusion and equal opportunities for all pupils.  Integrity, loyalty, positivity and commitment  High expectations of self and others  Compassionate and empathetic nature.  Proactive approach to supporting individual learning needs.  A flexible and adaptable mindset to meet the needs of the pupil.  Ability to work as part of a team, while also being self-motivated and able to work independently. |  |
| **Safeguarding** | Full understanding of safeguarding requirements  Commitment to implementing whole school policies relating to the safeguarding of children |  |