



# OAKLANDS JUNIOR SCHOOL JOB DESCRIPTION



<b>Job Title:</b> 1:1 Support Assistant	
<b>Reports To:</b> Upper/Lower School Team	
<b>Grade:</b> Grade 3 SCP14 – SCP17	<b>Salary:</b> FTE £17,681 – £18,672
<b>Employment Status:</b> Fixed Term – Term Time Only	
<b>Hours of Work:</b> Mornings Only – Monday to Friday – Term Time Only	
<b>Job Purpose:</b> The role of the 1:1 Teaching Assistant is to provide high quality teaching and learning opportunities for children to whom they are assigned and to ensure that all children achieve the best they can in every aspect of school life.	
<b>Organisation Chart:</b> <pre>graph TD; A[Headteacher] --&gt; B[Deputy Headteacher]; B --&gt; C[Senior Management Team]; C --&gt; D[Upper/Lower School Team]; D --&gt; E[Teaching Assistant];</pre>	

<b><u>Scope of Job</u></b>	
<b>Financial Accountabilities</b>	NONE
<b>Staff Responsibilities</b>	NONE
<b>Management of Physical Assets</b>	NONE

### **Summary of Main Contacts.**

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- Corvus Learning Trust

### **Main Tasks/Accountabilities**

1. Allowing individual learning plans for specific children ensuring their learning needs are met.
2. To work with the SEND/Subject co-ordinator and help deliver the specific programmes e.g. PAT to specific children.
3. To aid the teacher in classroom discipline reinforcing the school and teacher's standards of behaviour and tidiness within the classroom.
4. Providing a caring, supporting, purposeful and stimulating environment, which is conducive to children's learning.
5. Promoting the skills of enquiry, questioning, investigation, analysis, evaluation and application through learning opportunities.
6. Regularly report back to the teacher on pupil's progress and areas of concern.
7. Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher.
8. Support children according to their needs ensuring differentiation is used effectively so that all children achieve the best they can.
9. Preparation of classroom/education materials.
10. First Aid and/or lunchtime/break time playground supervision if required.
11. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).
12. Liaise with outside agencies when appropriate.
13. Proactive, well organised and willing to work collaboratively with the class teacher and other support assistants.
14. Able to engage and enthuse the named pupil to participate in lessons.

## PERSON SPECIFICATION

### Knowledge/Qualifications:

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent.
- Good standard of general education e.g. GCSE English, Mathematics and Science.

### Skills/Abilities:

- Knowledge of the national school curriculum.
- Good questioning skills.
- Good observation and assessment skills.
- Ability to work within a team working environment and also able to work independently.
- Excellent communication and interpersonal skills.
- Confidentiality at all times.

### Experience:

- At least 1 or 2 years' experience of working with children and particularly children with special educational needs is desirable.

### Personal Qualities:

- Calm under pressure, adaptable and energetic.
- A caring and positive attitude.
- A good listener and sensitive to pupils' needs.
- A sense of responsibility.
- Positive behaviour management.
- A good sense of humour.
- Flexibility and use of initiative is very important.

### Special Factors:

- Needs to work flexibly to accommodate educational trips (may include residential).
- Responsibility for administering first aid if required, following training.

### Safeguarding Statement

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.