

1:1 Support Teaching Assistant

Overview

Job Purpose:

Working initially with the Reception team supporting a child with their daily learning, helping them to access all areas of the curriculum.

Main Duties

This job description indicates the range of duties involved, it is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

Duties/Key Responsibilities:

- To support the daily learning of a child joining our Reception year group
- Flexible working according to the needs of the child on any particular day, including school trips
- Exercise good observational skills and tact to intervene and give support only when necessary
- To work as a team, with the Reception team, the SENco and the wider staff team, planning and providing care
- Assist the teacher with observation and assessment of the child and assist with record keeping where appropriate
- Attend weekly 1:1 support with the child and the Speech and Language teacher
- Give guidance and care to other pupils as required
- Perform any other task that the Reception teacher, Line Manager or member of SLT may ask you to do

General:

- To attend relevant training and meetings as required
- To respect and ensure confidentiality is always adhered to
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with SLT
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- BPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment

Other Activities:

- To carry out any other duties reasonably requested by the Line Manager

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of SLT

Person Specification

Qualifications

GCSE Maths and English grade 5 or equivalent and above	Essential
Studying a childcare qualification desirable but not essential	Desirable
Childcare qualification	Desirable

Experience

No previous experience required but an enthusiasm for childcare is a must	
Experience of working in a school or Nursery	Desirable
Experience of running extra-curricular activities desirable but not essential.	Desirable

Personal Attributes

- A commitment to safeguarding and promoting the welfare of children and young people
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Appropriate levels of personal presentation
- A team player
- A flexible approach to work
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Ability to think creatively and imaginatively
- Committed to the School's ethos and to representing the strategic vision for the School

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.