



WOODHALL SCHOOL



PASSION ● RESILIENCE ● RESPONSIBILITY ● ASPIRATION ● INCLUSIVITY ● FAMILY

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Woodhall Lane, South Oxhey, Watford, Hertfordshire, WD19-6QX.

POST TITLE: 1:1 Teaching Assistant

RESPONSIBLE TO: SENCo (Line Manager)

HOURS: 25 hours per week

SALARY: H2 scale

PURPOSE OF THE JOB:

To provide support for pupils in order for them to make good progress. To encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

1. To work as part of a team of educators delivering the highest quality of care and education.
2. To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment.
3. To develop and maintain professional links with parents, colleagues and carers.
4. To contribute and plan for the preparation, delivery and evaluation of learning experiences, that will enhance children's physical, intellectual, emotional, social and moral development.

MAJOR DUTIES AND RESPONSIBILITIES:

1. To support individual children and groups, under the direction of the class teacher, introducing activities and using a range of strategies to support all children in their learning.
2. To help pupils to access the curriculum, including the promotion of independent learning both inside and outside as well self-reliance and interdependence.
3. To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
4. To help to maintain individual and group records as directed by the class teacher.
5. To contribute to the planning and evaluation of learning activities for individuals and groups.
6. To liaise with and maintain effective working relationships with colleagues and parents and other professionals.
7. To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside.
8. To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children and implement related personal programmes.
9. To be responsible for planning an area or areas alongside teachers.
10. To share responsibility for supporting children and parents during the periods of settling in and transition.
11. To support with lunch service and other refreshment prep as timetabled or required.

JOB ACTIVITIES RELEVANT TO ALL STAFF:

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher.
2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
3. Meet regularly with the class teacher during contracted hours to discuss children's progress and to plan and review support.
4. To attend meetings during contracted hours to discuss children's progress with parents and other professionals as well as TA team meetings.
5. To contribute to discussions on making decisions and recommendations about practice, routines and organization of space, to maximize learning opportunities of all children.
6. To actively support the school's vision, values and ethos.
7. To be familiar with, actively support and comply with all the school policies and procedures, Including Equal Opportunities, Health and Safety, Child Protection and Behaviour.
8. To undertake all care tasks related to children's physical welfare in accordance with LEA guidance and procedures.
9. To accompany children and teachers on educational visits and trips during contracted hours.
10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
11. To support the teacher in managing children's behaviour, reporting conflict and incidents in accordance with school policies and procedures.

PERSONAL RESPONSIBILITIES:

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
5. Within your contracted hours, attend staff meetings, as required.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.