



Job Description: KS1&2 SEND 1:1 Teaching Assistant

REPORTS TO: Head Teacher

SALARY RANGE: H2 (1) (Herts NJC Scale) pro-rata £24,027

We are a welcoming and inclusive primary school with high expectations for our children who are motivated and keen to learn. We are looking to appoint a patient, hard-working and confident SEND /1:1 Teaching Assistant to join our creative and friendly staff team. This appointment will be on a term time only. Qualifications and experience are not as important as a willingness to learn and a belief that every child deserves the very best possible education. The successful candidates will also have the opportunity to be involved in the wider life of the school.

Further details about the school can be found on our website: <https://stmarys916.herts.sch.uk/>

Closing date for application: Friday 3rd January

Date of Interview: Friday 10th January

This is a part-time, permanent position, Monday to Friday afternoons (salary pro-rata) and will include an MSA duty (12pm - 1:15pm) and/or an After School Club Duty (3:20 - 6pm). Some flexibility in working hours may be considered for the right candidate. Additional hours may also be available to cover sickness.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

St Mary's CE Primary School is an equal opportunities employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers, social media checks and the Disclosure and Barring Service.



1:1 TA Job description: KS1&2

Purpose of the role: To work with teachers as part of a professional team to support teaching and learning for children with identified special educational needs and targets all children.

Responsibilities:

- Deliver planned learning activities as agreed with the teacher, adjusting activities according to pupils' responses as appropriate when necessary.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing, and recording pupil progress/activities.
- Support learning by arranging/providing resources for activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.

Post holders may also undertake some or all of the following:

- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.

Knowledge

- Basic knowledge of ICT
- Awareness of health, wellbeing and safety
- Awareness of keeping children safe
- Awareness of data protection and confidentiality
- First Aid
- Understanding of the School's ethos and values
- Competencies Communication (written and verbal)
- Problem Solving
- Team working (Active Listening, Motivation, Resilience, Sensitivity)

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 St Mary's CE Primary School's pre-employment checks.

This role will be reviewed annually as part of the Performance Management 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 be necessary from time to time.

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