



St Wystan's  
A REPTON SCHOOL

## One-One Support Assistant Job Description

<b>Core Purpose</b>	To work closely with, and under the supervision of, the Form teacher to support the health, academic and social and emotional needs of an individual pupil in Reception class.
<b>Post Tenure</b>	Fixed term 1 year 8:15am-3:40pm
<b>Reporting to</b>	Headteacher, Form Teacher, SENDCo
<b>Key Tasks and Responsibilities</b>	<p><b><u>General</u></b></p> <ul style="list-style-type: none"><li>• To work closely with the Form teacher in seeking to provide the highest quality of education and care for the pupil</li><li>• To support the pupil as required, aiding them to learn as effectively as possible both in whole class, group and 1-1 situations</li><li>• To establish a supportive relationship with all pupils in the Form</li><li>• To interact with, and work with the wider class, beyond the individual pupil as required</li><li>• To follow the school's policy on behaviour management, implementing the policy and strategies appropriately</li><li>• To create an inclusive environment</li><li>• To attend relevant training and meetings</li><li>• To follow and implement the school's policy on safeguarding.</li></ul> <p><b><u>Supporting the Teacher</u></b></p> <ul style="list-style-type: none"><li>• To take an active role in contributing to planning and developing resources, in collaboration with the teacher</li><li>• To contribute to, and keep records, in collaboration with the teacher</li><li>• To provide regular feedback about the pupil to the teacher</li><li>• To monitor, observe and evaluate the pupil's progress, in collaboration with the teacher.</li></ul> <p><b><u>Supporting the Pupil</u></b></p> <ul style="list-style-type: none"><li>• To supervise and provide individualised support for the pupil</li><li>• To develop independence and self-esteem</li><li>• To provide positive feedback to the pupil, working together with them on next steps</li><li>• To assist with the development, and implementation of, education plans and personal care programmes</li><li>• To establish constructive relationships with the pupil, and to interact with them according to their needs</li></ul>

	<ul style="list-style-type: none"> <li>• To encourage the pupil to establish constructive relationships with adults and children across the school</li> <li>• To encourage the pupil to interact positively and to engage in classroom activities</li> <li>• To assist with personal care and health needs as required</li> <li>• To promote acceptance and inclusion</li> </ul> <p><b><u>Supporting the School</u></b></p> <ul style="list-style-type: none"> <li>• To liaise with and consult with staff to support the pupil effectively</li> <li>• To contribute to reviews of the pupil’s progress, as appropriate</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school and to keep confidences appropriately</li> <li>• Any other tasks as directed.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• To participate in duties, at break and lunchtimes – supervising the play and eating of the child</li> <li>• To be involved in general school activities such as the nativity production and supporting clubs</li> <li>• To be prompt and punctual, and to work within the hours specified</li> </ul>
<b>Person Specification</b>	<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Empathy for children of all needs and abilities</li> <li>• Compassion, patience, understanding, caring, sense of humour,</li> <li>• Ability to take initiative</li> <li>• A commitment to the School’s Child Protection and Safeguarding policy</li> </ul> <p><b>Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children/young people</li> <li>• Recent experience of working in a school</li> <li>• A standard of written and spoken English that supports pupils’ learning</li> <li>• Experience with SEND and/or EYFS would be an advantage</li> <li>• <b>Experience with children who struggle with social communication, social imagination and social integrity would be desirable</b></li> <li>• TA specific qualification equivalent to NVQ Level 2 or 3 would be an advantage</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An understanding of the varied needs of children as they develop socially and academically.</li> <li>• A knowledge of behaviour management techniques that support school and classroom practices.</li> <li>• Knowledge of Safeguarding and Child Protection, including Keeping Children Safe in Education</li> </ul> <p><b>Skills and Aptitudes</b></p> <ul style="list-style-type: none"> <li>• A commitment to promoting equal opportunities and meeting individual needs</li> <li>• Awareness of confidentiality</li> <li>• Ability to work well in a team, as well as independently</li> <li>• Ability to manage time effectively</li> <li>• Ability to be flexible to the needs of the children</li> <li>• Effective communication, interpersonal and organisational skills</li> <li>• Ability to use ICT/the internet and email to support pupils’ learning and record keeping</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies, and a willingness to be trained in these areas.</li></ul> |
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**Training and professional development**

- Willingness to take part in appropriate training and personal and professional development