



STONYHURST COLLEGE

Job Description

Job Title: Teaching Assistant 1-1

Line Manager: Head of Learning Support

Job Purpose: This Teaching Assistant role is to be allocated to work with a pupil in our Grammar year group (Year 10) on a 1-1 basis for the majority of their teaching timetable which includes Saturday morning.

Key Tasks and Responsibilities - Core Purpose

- To support the teaching and learning and personal development of a Grammar pupil on a 1-1 basis
- To help facilitate the pupil's access to a Stonyhurst education
- To undertake a range of duties commensurate with the role, as directed by the Head of Learning Support
- Working with teaching staff, help to plan, prepare and set out in an appropriate way, programmes of work, activities, materials, equipment and resources for the pupil
- To positively and actively promote the Mission and identity of Stonyhurst and to promote the development of the whole person within the Ignatian tradition
- To support the pupil with examination access arrangements (which may include scribing and reading)
- To offer nurture and academic support to the pupil on a 1-1 basis

Key Responsibilities - Classroom

- To support teaching staff in the planning, initiating and facilitating of programmes of work and activities for the individual pupil
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs

- Assisting in weaker areas, e.g. comprehension, reading, spelling, numeracy, handwriting/presentation etc. this may include note-taking
- To support the pupil with independent studies
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about Individual Learning Plans (IEPs), contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Claro Software Package)
- Under the direction of the teacher, carry out and report on systematic observations of the pupil to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about

General Responsibilities

- To be mindful at all times of issues relating to Safeguarding and Health and Safety
- To comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in meetings as required by the Head of Learning Support
- To contribute, as appropriate, to the wider life of the Stonyhurst
- To regularly reflect upon and evaluate professional performance engaging with the College's Appraisal Process
- You may also be required to undertake such other comparable duties as reasonably required by the Head of Learning Support

Person Specification

- Level 3 Teaching Assistant/HLTA desirable but not essential
- GCSE (or equivalent) Maths and English A-C grade
- Recent experience in a classroom environment
- Understanding and awareness of SEND Code of Practice/JCQ Access Arrangements and Reasonable Adjustments