



STONYHURST
ST MARY'S HALL

Job Description

Job Title: Teaching Assistant 1-1

Job Purpose: This Teaching Assistant role is to be allocated to work with a pupil in year 3, on a 1-1 basis. This role is a job share.

Key Tasks and Responsibilities - Core Purpose

- To support the teaching and learning and personal development of a pupil on a 1-1 basis
- To help facilitate the pupil's access to a St Mary's Hall education
- 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 work with specialist teaching service providers to adapt resources for specific needs;
- To positively and actively promote the Mission and identity of St Mary's Hall and to promote the development of the whole person within the Ignatian tradition
- 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
 - 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) and EHCP reviews, contributing to the planning and delivery as appropriate
 - Liaise with parents when necessary, under the guidance of the SENDCo
 - 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, 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
- 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
- Experience with Autism is desirable but not essential
- GCSE (or equivalent) Maths and English A-C grade
- Recent experience in a classroom environment with pupils who have additional or special educational needs;
- Understanding and awareness of SEND Code of Practice

Stonyhurst and Stonyhurst St Mary's Hall are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.

The postholder must live out our values and uphold our safeguarding policy at all times. We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We are committed to equality and anti-discriminatory practice. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

All staff at Stonyhurst are expected to demonstrate consistently high standards of personal and professional conduct. All teachers will uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position, having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions, showing tolerance of and respect for the rights of others, not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff at Stonyhurst must have proper and professional regard for the ethos, policies and practices of Stonyhurst, and must maintain high standards in their own attendance and punctuality. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

All staff members at Stonyhurst play an integral role in building a safe, happy, purposeful and positive environment for Stonyhurst pupils. Therefore, all members of staff are expected to play a part in the positive promotion of the College, and likewise, are expected to ensure that their words and actions at the College, online or in public are in no way contrary to our ethos.