

ST. WILLIAM OF YORK CATHOLIC PRIMARY SCHOOL



ST WILLIAM ROAD THORNTON CROSBY L23 9XH

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Headteacher: Mr M Murphy

School Business Manager: Mrs S Middlehurst

JOB DESCRIPTION

Post: 1 to 1 Teaching Assistant (Level 2)

Grade: Grade E (SCP 7 – 11) – JE No. A5276

Responsible to: Headteacher/Early Years Lead/SENCO

JOB PURPOSE

To provide consistent, nurturing 1:1 support for a child with complex developmental, physical, and feeding needs, ensuring safety, inclusion, and access to learning within the early years setting. The role focuses on supporting physical development, communication, play, and health needs in line with professional guidance, risk assessments, and care plans.

MAIN DUTIES

Support for the Pupil

- Provide constant supervision to ensure the child's safety. Ensure safe positioning during play, seating, and transitions. Follow all risk assessments and care plans.
- Support with personal care routines, maintaining dignity and privacy.
- Provide 1:1 supervision during all eating and drinking. Following guidance for modified food textures and thickened fluids. Ensuring an upright positioning during mealtimes. Monitor for signs of choking or aspiration.
- Support movement around the setting & maintain a safe, hazard-free environment.
- Support use of specialist equipment as advised.
- Follow manual handling guidance.
- Support access to play-based learning. Encouraging engagement and independence.
- Support interaction with peers.
- Use visual, verbal, and gestural communication.
- Build a positive, trusting relationship.
- Support emotional regulation and transitions.
- Respond sensitively to communication cues.

Working with Staff, Parents & Professionals

- Work collaboratively with staff and professionals.
- Follow professional advice.
- Record observations and share feedback

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- To be trained in First Aid
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Post: Teaching Assistant (Level 2)
School: St William of York Catholic Primary School

<p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Experience working with young children • Calm, patient & nurturing approach • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> • General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) • General awareness of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Ability to follow care plans • Experience with SEND or physical needs • Understanding of other basic technology – video, photocopier 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p><u>Qualifications and Training</u></p> <ul style="list-style-type: none"> • Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance • Above within an educational setting • Requirement to complete DfES Teacher Assistant Induction Programme • Willingness to participate in relevant training and development opportunities • Training in the literacy/numeracy strategy • Training in special educational needs strategies • Willingness to undertake appointed person certificate in first aid administration 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p><u>Professional Values and Practice</u></p> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice 	

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| <ul style="list-style-type: none">• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning• Able to improve their own practice through observations, evaluation and discussion with colleagues | |
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