



Job Description – One to one Teaching Assistant

Post Title	1:1 Teaching Assistant	Department	Whole School
Hours per week	8:30am-3:30pm (35 hours per week)	Weeks per year	Term time (38 weeks per year)
Contract Type	Permanent		
Salary	£17 500.00 per year		
Reports to	Assistant Headteacher		

School Overview

We are an independent specialist Primary school (from Years 2 to 6) which forms part of the SEND community in Poole, Dorset, as part of ARC Schools. We are seeking a dynamic, motivated, engaging and passionate 1:1 Teaching Assistant to join our growing and committed staff team.

As an independent school specialising in educating pupils, who are in school years 1-6, we are looking for a candidate with experience in a primary educational setting or SEND Schools.

This is an exciting opportunity to join a growing school and to become an integral, founding part of the staff team.

Purpose of the Role

We are looking for a motivated Teaching Assistant with experience in a primary educational setting or specialists settings. You will be supporting professionals across the curriculum and school, working directly with pupils to support their learning, providing 1:1 support and intervention.

Key Accountabilities & Duties

- Work with class teachers to implement support strategies and differentiation within the classroom, creating resources as required and requested.
- Deliver intimate care for pupils, as required.
- Plan, prepare and deliver learning to individuals, modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision.
- Contribute to high quality learning experiences using a variety of delivery and support methods.
- Support the class teacher, and work individually, to assess, record and report on baseline assessments, development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning.
- Provide academic and pastoral support to pupils in accordance with agreed procedures.
- Create an outstanding pupil experience which leads to progression.
- Manage pupil issues within agreed protocols.
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher.
- Participate in the School's appraisal process and to undertake any training that is required and may be appropriate.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all The White House School's activities.
- Promote pupil's personal development.
- Ensure the safeguarding of pupils is always of paramount importance and follow the

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school's child protection and safeguarding procedures.

Duties falling within the scope of designated contact hours:

- Resourcing and implementing differentiation, as guided by the class teacher
- 1:1 intervention
- Break and lunchtime pupil supervision
- Supporting of lessons on a 1:1 basis
- Support and promote our school ethos and approach, including all activities relating to mindfulness and personal development
- Support community/enrichment activities (including trips related to learning and running an extra-curricular club).
- Completion of paperwork in relation to pupil disciplinary matters
- Contribute to the reports written for both parents and local authorities, including providing timely feedback to the SENCO for Annual Review meetings.
- Attend staff development events and weekly staff meetings
- Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements
- Industrial/commercial and academic updating of professional and technical skills
- General administration relevant to the role
- Liaison with our therapy team and other specialists to ensure enhanced provision is in place at all times by supporting our multi-disciplinary approach
- Liaison with parents/carers/guardians

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding

The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, online checks conducted, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

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Further Information

This Job Description and Person Specification are current as of November 2023. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.