

Role Profile: One to one support staff

Purpose

Job Title: **One to one Support staff**

Responsible to: Headmistress

Key purpose of the job: To be responsible for the education, welfare and personal care of a particular child and to help him/her access the curriculum.

Key Accountabilities

General

1. To be responsible to the Class Teacher
2. To promote the education, welfare and personal care of pupils, having regard to the aims and objectives of Glenesk School and its policies
3. To establish and maintain good relations with pupils, parents and support staff, including peripatetic staff and outside agencies
4. To Set a good example in terms of dress, punctuality and attendance
5. To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
6. To always maintain confidentiality

Duties are as follows:

Supporting the Child/children

- Work with and support a named individual during lessons and at other times during the school day
- Use initiative to support the child's behaviour and/or daily challenges
- Attend to the child's personal hygiene (if necessary)
- Help with and attend school events, trips and activities

Classroom duties

- Under the direction of the class teacher and/or Sendco, use teaching aids and resources to enable the child to access the curriculum

Liaising with other key professional

- Liaise with the SEND and other educational professionals
- Keep records on the child as devised by the class teacher or Sendco
- Support in the completion of IEP's/Play plans and other paperwork relevant to monitoring progress
- Support in the completion of forms relevant to the child

Meetings and Training

- Attend staff meetings and reviews if requested
- Attend appropriate internal and external in service training where necessary

Supervision, Health and Safety

- Play a full part in the life of the school
- Supervise children as listed on duty rota
- Support the school in maintaining a safe environment
- Report breakages and Health and Safety issues

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Knowledge and understanding of child development and the ways in which children learn • A commitment to the provision of high quality childcare • A positive approach to inclusive practice, with children and colleagues • Ability to help professional staff to achieve their objectives • Confident in the supervision of children, and adhere to defined behaviour management policies • Demonstrate a good understanding of child safeguarding arrangements 	
Qualifications		<ul style="list-style-type: none"> • A relevant qualification in Childcare and/or Education
Experience	<ul style="list-style-type: none"> • Experience of working with young children, perhaps as a parent or voluntary worker 	<ul style="list-style-type: none"> • Experience as a TA in a KS1 classroom

Key Stakeholders:

Internal – Head of Glenesk, SENCo, class teacher, colleagues, children

External - Parents. Visiting professionals, (eg SaLT, Occupational Therapist)

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: