



ALL SAINTS' CofE JUNIOR SCHOOL  
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Executive Headteacher : Mr Jon Queralt  
Associate Headteacher : Mrs Sandra Sutherland

EMSCOTE INFANT SCHOOL  
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Executive Headteacher: Mr Jon Queralt  
Head of School: Mrs Laura Nicol

### Job Description

- Post:** 1:1 Teaching Assistant
- Responsible to:** Executive Headteacher and Head of School
- Grade:** Level 2
- Key relationships:** Relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; professional association.
- Location:** Emscote Infant School and All Saints CE Junior school
- Working pattern:** Full time, term time only plus inset days, from November 2024, 28.75 hours a week at Emscote, 31.25 at All Saints
- Pay:** FTE £24,294. Pro rata Emscote £16,164 / All Saints £17,570
- Disclosure level:** Enhanced
- Job purpose:** To promote and deliver high standards of teaching and learning, pupil achievement and progression.

### **Responsibilities:**

#### **Broad Description:**

Working under the overall supervision of the class teacher, assist and support teaching and learning within a whole class setting, also implementing the strategies contained within EHCPs for pupils with complex needs, thereby addressing objectives outlined in EHCPs.



Responsibility for people (other than employees supervised/managed): The post has considerable impact on the well-being of an individual or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs.

Responsibility for physical resources: The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

### Curriculum support:

- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses.
- Support and use ICT in learning activities and develop pupils' competence and independence in its use.

### Support for pupils:

- Support individual pupil during independent, group or whole class work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, keep pupil on task, interested, motivated and engaged.
- Help pupils to develop communication skills.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Using specialist skills/ knowledge/ training, provide support in specialist areas.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil supervision on trips off the premises, under overall guidance of the teacher.
- Working with children/pupils with complex special needs, monitor and provide for their general care, safety and welfare, including tasks connected with their social inclusion and providing for their personal, physical and health care needs.
- Use physical intervention strategies following training, e.g. team teach.

### Support to teacher:

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual achievements of key objectives and feedback to the teacher.
- Contribute to pupil assessment through observation and

reporting.

- Record information relevant to assessment and review of pupils' progress.
- Attend and contribute towards EHCP review meetings.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Undertake routine and non-routine administrative tasks.
- Liaise with parents/carers, specialist teachers and other professional staff and share and provide information.

### **Qualifications, Training and likely abilities**

- The candidate will ideally hold a recognised and relevant NVQ level 2 qualification and have undertaken other appropriate training or be able to demonstrate equivalent knowledge, experience and skills.
- Minimum of passes in English and Maths at GCSE level (or equivalent)
- Have good communication and listening skills and be able to present information verbally and in writing to others.
- The candidate will ideally have had experience of supporting complex needs in a mainstream classroom and possess the resilience and humour this role can require.
- Have attended further training on aspects of the curriculum or areas of specific special need.

### **Safeguarding children**

Emscote and All Saints' Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **General**

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Executive Headteacher if changing circumstances arise.

There will be a probationary period of 6 months.