



Fynamore Primary School

Named Pupil Teaching Assistant - Job Description

TA – 30 hours and 25 minutes per week

Grade F SCP 9 -11

Hours of work:

Monday to Friday Term Time Only 8.40am – 3.15pm

Fynamore Primary School are seeking to appoint a dynamic, inspirational, highly motivated, resourceful and enthusiastic Teaching Assistant to join our friendly, welcoming team. This role will be for a Named Pupil. Proven experience of working alongside children with severe and complex physical disabilities is desirable. The successful candidate will be working within a skilled and caring team. They will be expected to provide support to a named pupil 1:1 in small groups or a whole class setting.

Job Purpose

To assist in the support and inclusion of children with complex physical and / or learning disabilities.

Job Description

Key tasks

To develop knowledge of a range of learning support needs and an understanding of the specific needs of the pupil/s to be supported.

Taking into account the learning support involved, to aid students to learn as effectively as possible, both in group situations and on their own, by, for example:

- Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs.
- Clarifying and explaining instructions.

- Ensuring pupils are able to use equipment and materials provided.
- Motivating and supporting pupils, as required.
- Helping pupils to concentrate on and finish work set
- Meeting physical needs as required while promoting independence.
- Assisting in areas of individual difficulty, e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
- Helping students to concentrate on, and finish, work set.
- Supporting pupil's self-esteem, inclusion and behavioural development, e.g. encouraging an acceptance and inclusion of the pupil with special needs.
- Developing methods of promoting/reinforcing the pupil's self-esteem and independence.
- Providing 1:1 support for the Named Pupil in small groups or whole class setting
- Establishing a supportive relationship with pupils.
- Reinforcing the school ethos
- Supervising pupils on outings and school activities

Care of students

- Undertake physical tasks in relation to the care of the pupil. These may include lifting, feeding, dressing and changing.
- To become familiar with fitting and adjusting medical appliances and using mobility aids, standing frames and to undertake physiotherapy exercises and speech therapy exercises in relation to pupils, as required.
- To administer medication / food on instruction when required.

Person Specification

| CRITERIA | QUALITIES |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Training | <ul style="list-style-type: none"> • Essential - Good general education, including GCSE English and Maths (grade A-C) or equivalent • Desirable - Good ICT skills • Desirable - Trained in working with children and young people with SEN |
| Experience | <ul style="list-style-type: none"> • Excellent record of employment • Working with/supervising children • Working as a member of a team • Working with children with Special Educational Needs. • Desire to participate in the wider school community |
| Skills and knowledge | <ul style="list-style-type: none"> • Working with children in a classroom environment • Working with children with physical or learning disabilities • Understanding of and previous effective delivery of positive behaviour management strategies • Understanding the impact of physical / medical needs on a child's school day |
| Personal qualities | <ul style="list-style-type: none"> • Awareness that the role has physical demands eg pushing a wheelchair or lifting. • Awareness that the role will require close contact with pupils including cleaning of bodily fluids. • Understanding that all behaviour is communication • Ability to form good relationships with children and adults • Commitment towards further professional development • Genuine interest in Special Needs |

January 2025