Job Description: General Teaching Assistant

**POST HOLDER:**

**RESPONSIBLE TO:** Head Teacher

**PURPOSE OF JOB:** To assist in the support and inclusion of pupils with special educational needs within the school

**PROFESSIONAL DUTIES:**

**Under the direction of the class teacher or SENCo:**

***Supporting the pupil***

* To develop an understanding of the specific needs of pupils to be supported
* To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

For example:

*Clarifying and explaining instructions*

*Ensuring the pupil is able to use necessary equipment*

*Motivating and encouraging the pupil/s*

*Assisting in areas of specific weakness, such as speech and language or writing tasks*

*Helping pupil/s to concentrate on and finish work set*

*Attending to pupils’ personal and health needs*

*Developing appropriate resources to support the pupil/s*

*Assisting in the management of pupils’ social interactions and behaviour*

* To establish a supportive relationship with the pupil/s concerned
* To establish acceptance and inclusion of the pupil/s in the classroom
* To manage pupil/s as advised by the SENCo and class teacher
* To use methods of promoting / reinforcing the pupils’ self esteem
* To ensure the safety of the pupil/s while in your care
* To administer medicines and attend to the medical needs of individual children, following appropriate training.

***B. Supporting the SENCo and Class Teacher***

* To assist the SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
* To maintain the school’s system of recording and monitoring of pupils’ progress
* To provide feedback about pupils’ difficulties and/ or progress to the SENCo and Class teacher
* To write reports about the pupil/s’ progress as requested by the SENCo
* To participate in the evaluation of the support programme, with the SENCo and class teacher
* To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
* To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the class teacher

***C. Supporting the school***

* Where appropriate, to foster links between home and school
* To liaise, advise and consult with other members of the SEN team
* To contribute to Annual Review meetings, as appropriate
* To participate in relevant professional development
* To be aware of / follow school policies and procedures
* To maintain confidentiality about home- school / pupil- teacher/ school work matters
* To complete any other task as directed by the head teacher.
* To be one of the named persons on the Education Health Plans of children with medical needs

**Signed:………………………………………………………………**

**Signed:………………………………………………………………. Dated:…………………………**