Job Description

Post: Teaching Assistant (SEN)

Grade: 4

Location: Bluebell Meadow Primary School

Responsible To: Head Teacher

Job Purpose :

To work under the instruction/direction of senior manager/teaching staff to support the delivery of quality learning and teaching of a pupil with special educational needs. Work with child who has a range of significant and complex SEND eg. autism and aspergers, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties and those who exhibit challenging behaviour. To undertake specified work with individual child, groups and whole classes under the direction and supervision of a qualified teacher;

To encourage the participation of the pupil in the social and academic processes of the school, and to enable the pupil to become a more independent learner.

To undertake work/care/support programmes to enable access to learning for the pupil and to assist the teacher in the management of the pupil and the classroom.

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

• Work collaboratively with teachers and other professional agencies to provide effective support for learning activities;

• Awareness of and work within school policies and procedures;

• To work with a child who has extremely complex needs. Providing an appropriate level of emotional and physical support where necessary;

• To provide support under the direction and supervision of teaching staff to assist the pupil to access the curriculum and participate fully in school activities;

• Support the pupil to understand instructions, support independent learning and inclusion of all pupils;

• Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil’s responses as appropriate;

• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;

• Support the teacher in behaviour management and keeping the pupil on task based on

the expectations for the individual pupil;

• Provide support for the pupil with challenging behaviour taking account of the support plan

and risk assessments under the direct supervision of a teacher;

• Support the teacher in monitoring, assessing and recording pupil progress/activities;

• Provide feedback to the pupil in relation to attainment and progress under the guidance

of the teacher;

• Support the use of ICT in the curriculum;

• Support the child’s learning through play and planned learning activities;

• Support learning by arranging/providing resources for lessons/activities under the

direction of the teacher and in line with health and safety requirements;

• Support the pupil in their social development and their emotional well-being, reporting

problems to the teacher as appropriate;

• Share information about the pupil with other staff, parents / carers, internal and external

agencies, as appropriate in line with school policies and procedures;

• Assist in the development of pupil support plans (such as EHC and Myplan

outcomes);

• Support the work of volunteers and other teaching assistants in the classroom;

• Undertake pupil record keeping and maintenance of records as requested;

• Assist with the supervision of the pupil before school, break times, lunchtimes (not as a

supervisory assistant) and after school clubs if required;

• Assist in escorting and supervising the pupil on educational visits and out of school

activities under the direction of a teacher;

• Maintain a clean, safe and tidy learning environment;

• Support the pupil in developing and implementing their own personal and social

development;

• Assist the pupil with eating, dressing and hygiene, as required, whilst encouraging

independence;

• Provide basic first aid, liaising with senior leaders and medical staff and if appropriate

referral to health service in emergency cases;

• Be aware of and comply with policies and procedures relating to safeguarding/child

protection, confidentiality and data protection, reporting all concerns to an

appropriate person;

• Show a duty of care to pupils and staff and take appropriate action to comply with

health and safety requirements at all times;

• Be aware of and support difference and ensure that all pupils have access to

opportunities to learn and develop;

• Contribute to the overall ethos, work and aims of the school;

• Maintain good relationships with colleagues and work together as a team.

• Appreciate and support the role of other professionals;

• To attend staff meetings and parents' evenings as required;

• Participate in training and other learning activities and performance development as

required to meet individual pupil and staff needs.

• Demonstrate and promote commitment to equal opportunities and to the elimination

of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties

which may reasonably fall within the level of responsibility and the competence of the post

as directed by the Head Teacher.