

**TEACHING ASSISTANT (SEN) – GRADE 5**

**JOB DESCRIPTION**

**Salary: Grade 5, Points 7 - 12 (new points system from April 2019)**

**Job Evaluation Reference Number: N9677**

**Relevant to this post: Subject to DBS Enhanced Disclosure**

**Responsible to: Head Teacher**

**Hours: 37 hours per week**

**Main Purpose of Job**

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| 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. To work with a child who has a range of significant and often complex SEND. To undertake specified work with individuals, 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. |

**Description of Role**

***Duties Specific to this post:***

**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 complex needs

* Provide an appropriate level of emotional and physical support where necessary

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

• Support a 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 pupil on task based on

the expectations for the individual pupil;

• Provide support for a pupil with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;

• Support 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 pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;

• Share information about pupils 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;

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

• Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher;

• Maintain of a clean, safe and tidy learning environment;

• Support pupils in developing and implementing their own personal and social development;

• Assist pupils 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;

**Support for the School**

• 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**;**

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

• Appreciate and support the role of other professionals;

• To attend morning briefings and team meetings.

* To fully support the Catholic values and ethos of the school
* Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Moving and handling, Team Teach, basic First Aid and ASD.
* 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.