**Enhanced Teaching Assistant SEN Grade 6**

**Job Description**

**Job Purpose**

Work with young people who have a range of significant and often complex SEND specifically Social, Emotional and Mental Health (SEMH) needs, challenging behaviour, Autism Spectrum Conditions (ASC) and learning needs.

To work under the instruction of teaching staff to support the delivery of quality learning and teaching.

To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.

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

**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.

Work with children and young people who have extremely complex needs and providing an appropriate level of emotional understanding and associated support.

Provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities.

Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate providing feedback monitoring, assessing and recording of pupil progress/activities.

Support the teacher in positively influencing challenging behaviour and keeping pupils on task based on the expectations for individual pupils taking account of support plans and risk assessments and in line with TeamTeach guidance and practice.

Support the use of ICT in the curriculum.

Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.

Prepare and present displays.

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.

Support the work of volunteers and other teaching assistants in the classroom.

Undertake pupil record keeping and maintenance of records as requested.

Invigilate examinations and tests.

Assist with the supervision of pupils before school, break times, lunchtimes and after school clubs / extended day.

Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only.

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.

Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases.

Administer medications subject to agreement and in line with school policy.

Monitor and manage stock and supplies for the classroom.

**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 the 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 morning briefings, staff meetings and parents / carers events as required.

Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Team Teach, First Aid, Midas.

Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Participate in CPD and performance management processes.

Any other tasks as directed by the Head Teacher.

These duties may change to reflect the changing needs of the school and the Head Teacher reserves the right to request additional duties to be performed with due notice.