

# Job Description

## SEN Teaching Assistant



### Responsible to:

Headteacher, Assistant Headteacher & SENCo and Lead SEN Teaching Assistant

### Purpose of the Role:

To work within a classroom setting, supporting a child on a 1:1 basis or small group of pupils with special physical, sensory, emotional and educational needs, by utilising detailed knowledge and specialist skills.

### Key Responsibilities

#### Classroom Support:

- Contributing to the planning of work to meet the needs of an individual pupil or small group of pupils.
- Supervise and provide targeted support to individuals or small groups of students in line with the teacher's guidance, using specialist skills to support their educational, physical and emotional development.
- Assist with the lesson, activity or work programme planning, delivery and evaluation for individuals and groups of children.
- Adapt teaching materials to meet the educational, physical and emotional needs of diverse learners. Ensuring that you are familiar with planning before lessons begin.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour. Reporting uncharacteristic behaviour patterns.
- Active involvement in day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, materials, displays and differentiated resources.
- Support and use IT in learning activities & develop pupils' competence and independence in using IT.

#### Assessment and Progress Tracking:

- Monitor, assess and report pupils' progress, achievements, problems and developmental needs to the classroom teacher, SENCo or designated supervisor as appropriate
- Support the recording and tracking of achievements, targets and areas for improvement for specific children.

#### Support for Pupils:

- Assisting with supporting children with medical conditions.
- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Contributing to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to the child.
- Support with listening skills and adapting language to be at an appropriate level to support access within the classroom.
- Promote inclusion and acceptance of all pupils, encourage them to interact, work co-operatively and engage in activities.
- Assist in the personal, social, emotional development of pupils and development of independence and self-esteem.
- Assist with the implementation of IEPs/behaviour plans.
- To assist with support of group activities within and away from the classroom i.e. P.E., swimming and educational visits under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.
- Ensure the continued safety and wellbeing of children during breaks and lunchtimes in the dining areas, playgrounds and other parts of the school premises.

#### Individualised Support:

- Provide additional assistance to pupils with special educational needs, following Individual Education Plans (IEPs) and guidance from the SENCO.

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- Collaborate with external specialists as and when needed, attending IEP and EHCP review meetings if appropriate.
- To carry out appropriate activities planned, including administrative and baseline tests.
- Responsibility for visual aids.
- To assist the teacher in liaising with parents and professionals such as Speech and language therapists. Assisting in the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assisting pupils with access to normal routines of the classroom.

### Communication:

- Maintain effective communication with teachers, parents/carers, staff members and stakeholders.
- Report any concerns or notable observations regarding student well-being, progress and achievement via safeguarding logs or in person, where appropriate.

### Safeguarding

- To uphold the school's commitment to safeguarding and promoting the welfare of children and maintaining a strong culture of vigilance
- Report any concerns or notable observations regarding student well-being, progress and achievement via safeguarding logs or in person, where appropriate.

### Other

- To adhere to all policies & procedures, including Code of Conduct and Behaviour policies.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post, as the Headteacher may require.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

### Confidentiality

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

**Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**