

## **JOB DESCRIPTION - Teaching Assistant: SEN Support**

**Part time 32.50 hours per week term time only**

### **Fixed Term**

Main Functions: To assist in promoting the learning and personal development of the pupil to whom you are assigned and other children in the school, to enable them to make best use of the educational opportunities available to them.

- To aid the pupil you are supporting to learn as effectively as possible both in group situations and independently, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil(s) concerned
- To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor any response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
- To follow targets set in IEPs and in any EHCP and contribute to reviews
- To support the pupil(s) in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and

skills upon which the teacher makes judgements about their stage of development

- Where appropriate, to know and apply positive handling techniques
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and School, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time/lunch supervision and undertake first aid duties
- To accompany teacher and pupils on educational visits
- To be first aid trained and able to complete Team Teach

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.