

JOB DESCRIPTION



POST TITLE:	Teaching Assistant with 1:1 SEN Support
CONDITIONS OF SERVICE:	NJC for Local Government Services Fixed Term Contract Full Time: 28.75 hours per week
SCALE	TA1 SCP 3 + SNA (Term time only 195 days + 5 days)
REPORTING TO:	SENCO

Main Purpose of the Job:

1. To be responsible (under the direct supervision and control of the classroom teacher) for the care, education and welfare of a pupil with Special Educational Needs.
2. To enable the child supported to gain the fullest possible access to the curriculum and to ensure adherence to the specific provision arrangements outlined by Education specialists.

Main Responsibilities and Tasks:

Supporting the child

Under the direction and control of the class teacher or designated supervisor and in accordance with the teaching objectives for the pupil.

- To assist at the appropriate level and be involved in all areas of the curriculum including preparation and modification of materials.
- To assist with the support of group activities within and away from the classroom, i.e. PE, swimming, educational visits.
- To ensure the pupil is able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the child's self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities.
- Assisting the pupil to access the normal routines of the classroom.

Supporting the Teacher

- Maintain a daily work record to enable the assessment of activity and pupil's progress. Work record to be available to school or LEA support staff on request.
- Assist the teacher with the supervision of a child or group of children during class activities. In movement around the building and surrounding areas and with activities away from the classroom – at break as deemed appropriate.
- Assist the teacher in preparing records of progress and feedback on pupil performance for parents including participation in discussions with parents at the Headteacher's discretion.
- To follow in full relevant educational programmes as devised by Education specialists.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- To assist the teacher in liaising with parents and professionals such as speech therapists and contribute to meetings to discuss the child's progress

Supporting the School

- Assist with the provision of general care and welfare to pupils and be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To carry out any other duties as are deemed within the remit of the post.
- Supporting the ethos of the school.

Other Duties:

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the planning and needs of the Foundation Stage relating to the individual needs of pupils and students.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (v) to assist with the identification and monitoring of children's general health and welfare.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for the Literacy and Numeracy Strategies.
- Giving spelling exercises if appropriate to the needs of the pupils.
- Assisting with supervision of children within the school.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Qualifications Required:

No specific qualification required.

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English.

Supervisory Responsibility:

None

Supervision Received:

Classroom teacher/designated supervisor

Contacts:

Pupils, classroom teachers/supervisor, other Teaching Assistants, Head Teacher

Notes:

- The Council reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.