

Job Description: Teaching Assistant (SEN)

Responsible to: SENCo and Class teacher

Overall Job Purpose:

To work under the instruction/guidance of teaching/senior staff/therapists to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom, or outside the main teaching area.

Support for Children

- Supervise and provide particular support for children, including those with special needs ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, including toileting
- Establish constructive relationships with children and interact with them according to individual needs
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work
- Use strategies, in liaison with the teacher, to support children to achieve learning goals
- Assist with the planning of learning activities
- Monitor children's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Promote good behaviour in children, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of children's work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer paperwork related to SEN etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to children's responses, including therapy programmes which involve manual handling
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, ICT, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop children's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, first aid, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Knowledge and Skills

- Effective use of ICT to support learning
- Use of other equipment technology – photocopier, IWB, Learning Platform
- Understanding of relevant curriculum policies/codes of practice and awareness of relevant legislation
- General understanding of National Curriculum/Foundation Stage Curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

In accordance with the Health and Safety Act at Work take reasonable care for your health and safety and for that of your colleagues and children in your care.