

JOB DESCRIPTION



POST TITLE: SEN Teaching Assistant

REPORTING TO: Inclusion Assistant Headteacher/SEND CO

Job Purpose & Objectives

Details

The main purpose of a SEN Teaching Assistant will be to:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the Inclusion Assistant Headteacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management

Duties and Responsibilities

Supporting Pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with SEN
- Support the teacher in adaptive teaching, so that all pupils can access the same curriculum expectations through modified resources and support
- Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible
- Deliver structured, evidence-based interventions inside or outside the classroom
- Facilitate opportunities for the class teacher to work directly with SEN pupils, by supporting other pupils or groups within the classroom
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SENCO

Working with Staff, Parents/Carers and Relevant Professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Areas of Responsibility

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Name

Signed

Dated