

Job Description

Job Title	SEN Teaching Assistant
Grade	1:4
Name	
Date	



Introduction

The role of the SEN Teaching Assistant is to work under the direct instruction of teaching/senior staff, often in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance. Staff are expected to follow the school's policies. Staff may be required to undertake other duties and responsibilities that the head teacher may request from time to time.

The duties and responsibilities of this post may be modified according to the changing demands of the school. This job description may be reviewed by the head teacher in consultation with the post holder.

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To support a child with Special Educational Needs, on a one to one basis ensuring their safety and access to learning activities.
- Assist with the development and implementation of Learning Journeys (Early Years) and Personal Care programmes
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Follow procedures in the intimate care policy for nappy changing and assisting in toileting
- Supporting one to one pupil with promoting positive and inclusive behaviour

Support for the Teacher

- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
- To provide support for a pupil with complex SEN needs in a calm and professional manner.

Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Under the direction and lead of the teacher, shared responsibility when working with pupils to support the learning process

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils 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 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.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Signature of SEN Teaching Assistant Date

Signature Headteacher Date