

TEACHING ASSISTANT (SEN)

Job Description

JOB TITLE: Teaching Assistant

RESPONSIBILITY TO: Head teacher and Governors

MAIN PURPOSE OF JOB:

To work under the instruction/ guidance of the teaching/ senior staff to undertake work/ care and support programmes to enable access to learning for pupils and to assist the teacher in the management of the classroom. Work may be carried out in the classroom or in other areas of the school.

MAIN RESPONSIBILITIES AND DUTIES:

Under the guidance of Head teacher, line manager or classroom teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level.
- Support is delivered either individually or in smaller groups through a range of tasks/activities.
- That support given is directed in accordance with academic and/or social need.
- The focus of all support is to improve pupils' academic, social and emotional development.
- That support is delivered in a range of ways including ICT.
- To motivate and encourage pupils to concentrate on fulfilling the tasks set
- Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of pupils' self esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning across the curriculum.
- Assist in the development, monitoring and evaluation of programmes of work.
- To upkeep any administrative notes/records/photocopying in support of educational activities and pupils records.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with the creation of displays, visual aids, art and craft materials and mounting of work.
- Prepare resources for and deliver intervention programmes to individuals or small groups of children as directed by the class teacher or SENCO.
- Attend and assist with the preparation and organisation of Educational Visits.
- Attend and contribute to school staff meetings and INSET opportunities as required.
- Supervise pupils while on and around school site at all times.

- Assist in the supervision of Standard Assessment tests and other assessment procedure as directed.
- Assist pupils eating in a controlled environment.
- To assume sole supervision of the whole class for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as an emergency-type situation.
- Maintain a basic First Aid certificate and up-date training as required.
- To administer care and medication to pupils in line with the school's policies and procedures.
- Under the direction of teaching staff and, where appropriate, to assist in the development of 'Individual education plans' for pupils with special educational needs, complete assessments and up-date any related documentation as required.
- Monitor and support pupils and young persons engaged on work experience programmes.
- Assist in maintaining all school resources and storing items to ensure an orderly, accessible and pleasant environment across the school.
- Undertake professional duties that may be reasonably assigned by the head teacher or senior teacher.
- Set a good example in terms of dress, punctuality and attendance.
- Be familiar and comply with key School Policies and procedures such as Health & Safety, Safeguarding, Acceptable Use policy and confidentiality.

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the Headteacher.

