



SEND 1:1 Teaching Assistant Job Description

MAIN PURPOSE

The SEND 1:1 TA will:

- Contribute to and uphold the vision, values and ethos of the school.
- Work under the instruction/guidance of teaching/senior staff and relevant professionals to undertake work/care/support programmes to enable access to learning for specific pupils and to assist the teacher in the management of pupils and the classroom.
- Promote pupils' independence, self-esteem and social inclusion.
- To complement the professional work of teachers by delivering specific learning activities under an agreed system of supervision.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

DUTIES AND RESPONSIBILITIES

Teaching, learning and assessment

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
- Clarifying and explaining instructions.
- Ensuring the pupil is able to use equipment and materials provided.
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), supporting the planning and delivery as appropriate.
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies, following an individualised behaviour plan where appropriate
- Helping to make appropriate resources to support the pupil
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

- Supervise and provide particular support for pupils with additional needs, ensuring their safety and access to learning activities.
- Feed back to the teacher in order to support the development and implementation of Individual Education/Behaviour/Physiotherapy/Speech and Language Plans, Personal Care programmes and individual timetables.
- Establish constructive 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.
- Encourage pupils to interact with others and engage in activities led by the teacher/support assistants/visitors/etc.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Actively promote positive attitudes and a growth mindset, in line with school policy.
- Mark pupils' work following any direct teaching or group activity with groups or individuals, in accordance with the marking and feedback policy.
- Prepare appropriate resources to support learning activities.
- Monitor, evaluate, record and provide reports on pupils' responses and progress within agreed strategies.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- Demonstrate an informed and efficient approach to teaching and learning by adopting given strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND)
- Work alongside the class teacher to organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Following the school's behaviour policy, encourage pupils to take responsibility for their own behaviour
- Monitor and be responsive to pupils' personal needs and communication which will require creativity and innovation
- Deliver programmes linked to local and national learning strategies e.g. literacy, maths, early years, recording achievement and progress and feeding back to the teacher
- Deliver a range of interventions specifically for children with SEND; Numicon Breaking Barriers, Friendship Formula, etc.
- Under supervision from the class teacher or SENCO, plan and deliver

agreed intervention to groups or individuals and assess the impact of this.

Planning

- Read and understand lesson plans shared prior to lessons.
- Assist the class teacher to prepare the classroom for lessons.
- Contribute actively to the planning and review of the school curriculum.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Provide clerical/admin. support e.g. photocopying, typing, filing, administer homework etc.

Working with colleagues and other relevant professionals

- Develop effective professional relationships with colleagues.
- Communicate effectively with other staff members and pupils.
- Establish constructive relationships with parents/carers.
- Communicate their 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.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection and safeguarding policy.
- Follow all school policies and procedures, in particular: School's Health and Safety Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Provide appropriate care, support and nurture for children who are upset or have had accidents.

- Supervise pupils at breaks and lunchtimes, supporting and contributing to their emotional and social wellbeing and welfare, initiating and supporting appropriate play activities, administering first aid when appropriate and actively managing pupils' behaviour in line with the behaviour policy.

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 performance management procedures.