

# JOB DESCRIPTION



**SELWOOD ACADEMY**  
ANGLICAN/METHODIST FOUNDATION SCHOOL

<b>Job Title</b>	Senior Teaching Assistant
<b>Report to</b>	SENDCo
<b>Main purpose of job:</b>	
<p>To support all aspects of teaching and learning of pupils with special needs under the direction of the SENDCo, Assistant Head and the class teacher, in accordance with the school's policies and procedures.</p> <p>To take an active part in the smooth running of the department on a day to day basis.</p>	
<b>Main Responsibilities and Duties:</b>	
<p><b>Supporting the pupil</b></p> <ul style="list-style-type: none"><li>• To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.</li><li>• To deliver one-to-one and group intervention sessions</li><li>• Taking into account the learning support involved, to aid the children to learn as effectively as possible by, for example:<ul style="list-style-type: none"><li>a) Clarifying and explaining instructions</li><li>b) Ensuring the child is able to use equipment and materials provided</li><li>c) Motivating and encouraging the child as required</li><li>d) Assisting in weaker areas e.g. language, behaviour, reading, spelling</li><li>e) Handwriting/presentation etc</li><li>f) Helping pupils to concentrate on and finish work set</li><li>g) Meeting physical needs as required whilst encouraging independence</li><li>h) Liaising with class teacher and Head of Learning Support about individual education plans (IEPs)</li><li>i) Developing appropriate resources to support the children</li></ul></li><li>• To establish a supportive relationship with the children concerned and act as an advocate on their behalf when necessary</li><li>• To encourage acceptance and inclusion of the child with special needs</li><li>• To develop methods of promoting/reinforcing the child's self-esteem</li></ul> <p><b>Supporting the teacher</b></p> <ul style="list-style-type: none"><li>• To assist teachers (and other professionals as appropriate) in the development of suitable programmes of support (IEPs) for children who need learning support</li><li>• In conjunction with the teachers and/or other professionals to develop a system of recording the child's progress</li><li>• To contribute to the maintenance of children's progress records</li><li>• To participate in the evaluation of the support programme</li><li>• To provide regular feedback about the children to the teacher</li></ul> <p><b>Supporting the school</b></p> <ul style="list-style-type: none"><li>• To report to the SENDCO as required, especially regarding assessment</li></ul>	

- To support the home-school partnership
- To liaise, advise and consult with other members of the team supporting the children when asked to do so
- To contribute to reviews of children's progress, as appropriate
- To attend relevant in-service training as agreed with the Head of Learning Support
- To be aware of school procedures and policies (e.g. behaviour, rewards as set out in the staff handbook)
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately
- Assist in the supervision of pupils on school visits
- In conjunction with the SENDCo, coordinate the provision of EAL within the school.

#### **Additional Responsibilities**

- To take part as a Line Manager in Review and Development of Teaching Assistants
- To relay to the SENDCo issues raised by other Teaching Assistants
- Keep minutes of liaison meetings of Teaching Assistants
- Act as mentor to new Teaching Assistants including Apprentice's
- Collect and collate information for Annual Reviews of pupils with Statements and pupils at School Action Plus
- Collect and collate information for SEND PLUS applications
- Coordinate and circulate information to other staff e.g. SEND tutor group profiles
- Keep SIMS records up-to-date for pupils with SEND
- Support the whole team at times of pressure
- To order resources as necessary

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder \_\_\_\_\_ Date \_\_\_\_\_

Line Manager \_\_\_\_\_ Date \_\_\_\_\_

Designated Senior Manager \_\_\_\_\_ Date \_\_\_\_\_

Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.