

Job description: Teaching Assistant with SEN

Employment details

Job title:	Teaching Assistant – with SEN
Reports to (job title):	Senior Leadership Team
Type of position:	PERMANENT
Hours of work:	34 Hours Per Week / 39 Weeks Per Year
Level and scale point:	Grade 6

Job Purpose

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school. If the child is absent they will work as a general Grade 6 teaching assistant.

Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> Effectively plan, deliver and evaluate personalised teaching and behaviour plans for individuals or groups of pupils who require a wholly differentiated curriculum and cannot be regularly included with their peers.
<ul style="list-style-type: none"> Display a high level of specialist knowledge and skills in a particular area acquired through training and experience which enables pupils to make significant progress at their level.
<ul style="list-style-type: none"> Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
<ul style="list-style-type: none"> To deputise in the absence of a teacher and conduct whole class lessons
<ul style="list-style-type: none"> Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the School Focus Plan, Behaviour Plans and Personal Care Programmes for a pupil.
<ul style="list-style-type: none"> Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
<ul style="list-style-type: none"> Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
<ul style="list-style-type: none"> Attend to the personal and physical needs of pupils so that their well-being is maintained.

<ul style="list-style-type: none"> • Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
<ul style="list-style-type: none"> • Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
<ul style="list-style-type: none"> • Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.