Dream, Believe, Achieve

Helme C of E Academy

Job Title:	**SEND Educational Teaching Assistant**
Salary:	**Grade 6** (£18,707)
Hours:	**30 hours per week 8:45am – 15:15pm (term time only)**
Contract type:	**fixed term starting January 2027 until 31st August 2027**
Reporting to:	**Headteacher**
Responsible for:	**None**

PURPOSE OF JOB

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

DUTIES & RESPONSIBILITIES

1. Teaching Support

1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.

1.2 To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

1.3 To work under the direction of the Class Teacher to support children with outdoor learning including Forest School

1.4 Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.

1.5 Under the direction of the Teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.

1.6 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

1.7 To provide basic clerical duties where required e.g. photocopying, filing etc.

1.8 Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

1.9 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.

1.10 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.

1.11 As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.

1.12 To undertake relevant training and development as required from time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.

2. Pupil Support

2.1 To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices, including outdoor learning.

2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.

2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.

2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.

2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).

2.6 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.

2.7 To provide lunchtime duties as required by the Headteacher

3. Curriculum Activities

3.1 Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.

3.2 To contribute in the presentation of pupils' work and maintenance of display areas.

3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.

3.4 To attend and contribute to duty related meetings as required.

4. General

4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

4.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: Headteacher/Class Teacher/Senior Educational Teaching Assistant

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RESPONSIBLE FOR: None
