

St Joseph's Catholic Primary School

Head Teacher: Miss. Louise Milivojevic

Email: office@stjosephswetherby.com

Barleyfields Road, Wetherby, LS22 6PR TEL: 01937 582163 Website: www.stjosephswetherby.com



SEN Teaching Assistant Job Description

Adhere to all child protection policy and procedure and fulfil all safeguarding responsibilities.

Establish and maintain relationships with individuals and groups

Support pupils during learning activities

- Provide support for learning activities
- Obtain equipment
- Provide help with learning tasks
- Feed back to the teacher on progress made
- Promote independent learning
- Encourage students to take responsibility for their own learning and promote development of self-esteem

Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Set personal targets and attend relevant courses/in-service training

Assist in preparing learning environment

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies (Including positive handling strategies where appropriate) for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome



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Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carry out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

Promote social and emotional development of pupils

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of pupils

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance



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Support use of ICT in the classroom

- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

Help pupils to develop English and Maths skills

- Knowledge of school's policies for English and Maths
- Work with individuals and groups on Maths or English tasks

Provide English/Maths support to allow access to curriculum

- Knowledge of intervention strategies to support pupils with English and Maths difficulties
- Supporting access to the curriculum through provision of support for English/Maths difficulties

Liaise with other team members and parents in a professional manner

- Awareness of school policies for communicating with parents and carers; policies for care/intimate care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher
- Interact appropriately and professionally with teachers and other colleagues and parents/carers
- Contribute effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

