



Lady Elizabeth Hastings' CE VA Primary School

Dowkell Lane ♦ Thorp Arch ♦ Wetherby ♦ West Yorkshire ♦ LS23 7AQ

Tel: 01937 842566 **Fax:** 01937 845632

Website: www.ladyhastings-thorparch.leeds.sch.uk

Email: office@thorparch-leh.co.uk

Headteacher: Mrs Katie Barnett

Job Description

Job Title: Teaching Assistant (SEND)

Grade: B3 – spinal point 7-11

School: Lady Elizabeth Hastings CE VA Primary School Thorp Arch

Reporting to: Head teacher/SENCO

Role:

You will be working with the class teacher supporting a pupil with special educational needs on a one-to-one basis. There may also, on occasion be the need to support teaching and learning by working with other individuals or small groups of pupils under the direction of the teacher.

Main Duties:

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety (including administering basic first aid) and access to learning activities.
2. To assist with the development and implementation of Individual Education or Behaviour Plans and Personal Care programmes including intimate care as necessary.
3. To establish constructive relationships with pupils and interact with them according to individual needs.
4. To promote the inclusion and acceptance of all pupils.
5. To encourage pupils to interact with others and engage in activities led by the teacher.
6. To set challenging and demanding expectations and promote self-esteem and independence.
7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.



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8. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
10. To assist with the planning of learning activities.
11. To monitor pupil's responses to learning activities and accurately record progress as directed.
12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
14. To establish constructive relationships with parents/carers.
15. To administer routine tests and undertake routine marking of pupils' work under guidance of the class teacher.
16. To provide administrative support to the class teacher e.g photocopying
17. To undertake structured and agreed learning programmes (including intervention programmes), adjusting activities according to pupil responses.
19. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant
22. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. To contribute to the overall ethos/work/aims of the school.



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25. To participate in training and other learning activities and performance development as required. To participate in annual appraisal meetings facilitated by a member of the school's leadership team
27. To assist with the supervision of pupils out of lesson times, including before and after school (if working those hours) and at lunchtime.
28. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

GCSE Maths and English C or above is essential

Any Special Conditions of Service:

There is a requirement to submit to a Disclosure Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.