Teaching Assistant

SEND Support

1. JOB PURPOSE

To assist in the educational and social development of children under the direction and guidance of

the Head teacher, SENCO and class teachers. To undertake work and support programmes in different classes and to assist the teacher in the management of other pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.

2. Supervise and support pupils, ensuring their safety and access to learning.

3. Assist with the development and implementation of Individual Support Plans and Personal Care programmes.

4. Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.

5. Promote the inclusion and acceptance of all pupils.

6. Encourage pupils to interact with others and engage in activities led by the teacher.

7. Set challenging and demanding expectations and promote self-esteem and independence.

8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teacher

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.

10. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

11. Assist with the planning of learning activities and take the whole class alongside another TA.

12. Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.

13. Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.

14. 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.

15. Gather/report information from/to parents/carers as directed.

16. Administer routine tests and undertake appropriate marking of pupils’ work.

17. Provide clerical/admin support for learning e.g. photocopying, word processing, filing,

etc.

Support for the Curriculum

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

19. Undertake programmes linked to Early Years recording achievement and progress and feeding back to the teacher.

20. Support the use of IT in learning activities and develop pupils’ competence and independence in its use.

21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

22. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

24. Contribute to the overall ethos/work/aims of the school.

25. Appreciate and support the role of other professionals.

26. Attend and participate in relevant meetings as required.

27. Participate in training and other learning activities and performance development as required.

28. Assist with the supervision of pupils out of lesson times, at break time or lunch time as required.

29. 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.

30. To undertake other relevant duties allocated at the discretion of the classroom teacher, SENCo, Headteacher or other designated supervisor.

Teaching Assistant SEND

Person Specification

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| Requirement | Essential | Desirable |
| 1. Qualifications and Training | * GCSE English and Mathematics A-C or equivalent | * NVQ2 for Teaching Assistants or equivalent * First Aid training * Training in understanding of social and emotional needs in children. |
| 1. Experience | * Experience of working with children of primary age. | * Relevant experience as a Teaching Assistant * Experience of working with children with social, emotional and mental health needs * Good understanding of the national curriculum |
| 1. Personal attributes | * An enjoyment and interest in children and how they learn * Be a person of integrity * Patience * Be able to maintain confidentiality * Be sympathetic to the needs of others * A positive attitude to personal development and training and an openness to learning. * Good communication skills with both adults and children * Feel confident working 1:1 with a child or with small groups under the guidance of their teacher | * Have a flexible approach to working. * Able to quickly adapt to change * Ability to manage workload in a   busy environment |