



Clipston Endowed VC Primary School **Job Description – SEN Teaching Assistant**

Purpose of the Job:

- To work as a 1:1 support and in small groups, under the guidance of the SENCo and class teacher to support learning, social and emotional development of a Year 6 pupil with Autism.
- To promote the attendance and independence of the pupil in the social and academic processes of the school.
- To support the child in progressing towards their EHCP targets.

Responsible to:

The Headteacher and Governing Body.

Duties in support of the pupil

- Greet the pupil daily and deliver Sensory Circuit sessions each morning.
- Support the pupil on the playground / during breaks every day both individually and in small groups or with a peer to develop social integration.
- Use the prescribed resources and techniques to support the development of linguistic, emotional and social skills e.g. Social Stories, Circle of Friends, Sensory Circuits, Lego Therapy and Emotional Literacy programmes.
- Use Visual timetables / schedules to support transition throughout the day and manage any unplanned changes to routines.
- Ensure timely communication with parents, including notification in advance of any timetable changes as well as weekly attendance reviews.
- Liaise with the Occupational Therapist on a weekly basis during therapy sessions.
- Use the prescribed Relaxation Skills and Attentional Focus techniques and be aware that the child is high-masking of anxiety levels.
- Plan daily English and Maths tasks in liaison with the class teacher as per the EHCP targets.
- Deliver a daily programme of touch-typing.
- Ensure that the school's health, safety and behaviour policies are maintained;
- Encourage all pupils to take responsibility for their own behaviour and promote independence, being mindful of the EHCP targets in this regard.
- Challenge and motivate the pupil in the learning environment to promote independence, self-reliance and a "can do" mindset.
- Ensure that the child receives daily check-ins to ascertain how things are going and ensure that Movement Breaks are undertaken as prescribed on the timetable.

Providing Clerical and other support to service users

- Provide general clerical and other support to meet service delivery requirements (for example, administering learning activities and photocopying of records);
- Supervise pupils on visits, trips and out of school activities as required to ensure that the child is fully included in school activities.
- Ensure an enhanced transition process to Secondary School in liaison with Year 7 staff, the Secondary school SENDCo, parents, the class teacher and Clipston SENDCo.

Preparing and maintaining the learning environment and resources

- Work with the teacher to establish an appropriate learning environment and daily routines to meet the needs of the pupil, adapting the environment as necessary, including use of support aids (e.g. wobble cushions / ear defenders) and a personal workstation in a low-stimulus environment.

Building professional relationships

- Build and maintain positive and constructive working relationships with pupils, parents, external professionals and colleagues;

Dealing with behaviour

- Use your awareness of children's behaviour and your knowledge of different behaviour management and communication strategies effectively in line with the school's policy.

Monitoring levels and ordering of Resources

- Contribute to the resource ordering process particularly in relation to the pupil's needs;
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Reviewing pupil's performance

- Monitor, observe, evaluate, record and report with appropriate evidence to the teacher and SENCO to contribute to the gathering of information for the child's records and files.
- Meet with the parents regularly as required by the EHCP.

Physical effort and / or strain

- Physical effort and/or strain is highly likely to be used through the normal working pattern – for example carrying resources or setting up apparatus in the hall.

Working environment

- Job-holders will be required to attend to personal, hygiene and medical care needs throughout the normal working pattern and may therefore be exposed to unpleasant substances and bodily fluids and excretions.