

# Job Description

## **Greensand Support Staff Salary**

**Scale:** 3-5

**Contract type:** Part time, term time

**Reporting to:** SENDCo, Headteacher,  
Deputy Headteacher

## **SEN Teaching Assistant**

### **Job Purpose**

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

### **Key Accountabilities**

- To aid the academic and social, emotional development of pupils by:
  - Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Delivering academic and social/emotional intervention teaching sessions under the guidance of the class teacher and SENDCOs
  - Providing additional nurture support to individuals when requested by the class teacher or SENCO
  - Clarifying and explaining instructions, supported by strategies such as visual prompts (as directed by class teacher).
  - Ensuring the pupils are able to access the learning provision and resources.
  - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
  - Consistently and effectively implementing agreed well-being and regulation support strategies
  - Helping to make appropriate resources to support the pupils
- To establish supportive relationships with pupils
- To work with both small groups of pupils or individual children, providing 1:1 SEN support where necessary
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To create learning observations under the direction of the class teacher

- To support the pupils in developing social skills both in and out of the classroom
- To be aware of confidential issues linked to home/pupil/teacher/school
- To carry out lunchtime/breaktime duties.

**Notes:**

Duties may be varied to meet the changing demands of the school and the governing body, at the reasonable direction of the Headteacher.