

**St Gabriel's School**

**JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	SEN Teaching Assistant
<b><u>SCHOOL:</u></b>	<b><u>St GABRIEL'S SCHOOL</u></b>
<b><u>RESPONSIBLE TO:</u></b>	Headteacher/ Assistant Heads/SENCO/ Class Teacher
<b><u>LIAISON WITH:</u></b>	All teaching and support staff, parents and pupils.

**PURPOSE OF THE JOB**

To assist the school and teachers with the raising of educational achievement and to support and encourage pupils to become independent learners

**MAIN DUTIES AND RESPONSIBILITIES:**

- To supervise pupils, whether individually or in groups, on activities planned by the teacher.
- To supervise pupils, whether individually or in groups, to ensure their health and safety.
- To supervise pupils, whether individually or in groups, to facilitate their development and to contribute to reviews and observations.
- To provide assistance to teaching staff in delivering work programmes and whole class activities.
- To attend to children's physical needs
- To administer first aid to pupils, when appropriate.
- To work with children with SEN on individual targets.
- To work as directed with children on a 1:1 basis, being conversant with a child's Educational Health Care Plan where relevant.

- To undertake activities as directed by class teacher and SENCo.
- To provide assistance to teaching staff in the preparation of resources and any other reasonable assistance to the class teacher e.g. photocopying, word processing, filing, setting up and taking down class displays, collation of pupil records, ordering supplies and equipment.
- To take children out of class at the teacher's request and accompany the class on visits, to assemblies, etc.
- To pass on any observation that causes concern, in accordance with school's Children Protection Policy to the Class Teacher or SENCO.
- To be aware of individual children's progress and report on this to the class teacher.
- To set out equipment in the playground and in the classroom for use by pupils and ensure that it is safely stored away after use.
- Be responsible for children's behaviour during morning break and midday break and showing them how to enjoy playtime
- To ensure that health and safety practices and procedures affecting pupils are maintained during the morning and lunchtime break
- Encourage children to eat healthily and well by making the right food choices
- Sort out disputes between children fairly and in accordance with our behaviour policy
- To be responsible for promoting equality of opportunity in accordance with relevant policies on Equal Opportunities and to offer services to all regardless of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or creed.
- To carry out other such duties as may be required from time-to time commensurate to the grade and qualifications of the post
- To support and uphold the ethos of a church of England School
- To carry out any reasonable request of the Headteacher

**Job Holder**\_\_\_\_\_

**Headteacher**\_\_\_\_\_

**Date**\_\_\_\_\_