

Saint Joseph's Catholic and Church of England Primary and Nursery School

Job Description – SEN Teaching Assistant

Title of post: SEN Teaching Assistant

Salary Scale: Grade 8 PayPoint12

Responsible to: The Headteacher

General duties: The post holder must carry out his/her responsibilities within the guidance of the Derbyshire County Council agreed Framework and the Education Act 2002, with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of Schools.

Specific duties and responsibilities:

The role in the school involves confidentiality, diplomacy and sensitivity, especially when dealing with children, parents and staff.

All staff have a responsibility for Safeguarding.

The Teaching Assistant will be required to:

Work co-operatively with the class teacher and the SENCo.

S/he will form good working partnerships between home and school to support pupil progress towards their EHCP outcomes.

The Teaching Assistant will be expected to actively participate in relevant staff meetings.

The Teaching Assistant will be an enthusiastic practitioner and strong role model in demonstrating excellent practice.

S/he will work closely with parents, non-teaching staff and other professionals to support the holistic development of our children.

S/he will encourage a calm, caring environment for the children and other staff, and work effectively as part of a team.

Work under the direction of the teacher and the SENCo.

Finally, the Teaching Assistant is required to carry out any other requests made by the Headteacher reasonably falling within the remit of the post.