JOB DESCRIPTION

Job Title: Teaching Assistant – Support (Primary with SEN)

Reports to: Principal/Head of School

JOB PURPOSE

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

PRINCIPAL RESPONSIBILITIES

1 Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.

2 Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.

3 Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.

4 Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the SEN Support Plan, Behaviour Plans and Personal Care Programmes for a pupil.

5 Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing.

6 Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.

7 Attend to the personal, social and physical needs of pupils so that their wellbeing is maintained.

8 Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.

9 Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.

10 Attend staff and other meetings and participate in staff training development work and staff reviews as required.