



**Hayes Park
School**
Learning for life

Head Teacher: Mrs R Broadhurst
Raynton Drive, Hayes, Middlesex UB4 8BE
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Post: SEN Teaching Assistant - Level 2

Responsible to: Deputy Headteacher for Inclusion, Assistant Headteacher for Inclusion , Class Teacher

Salary/Hours: 8:30 – 3:20 pm with half hour lunch break

Job Purpose: To provide additional support, both 1:1 and in small groups, for children with complex SEN needs.

General Duties:

Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.

Specific Duties:

Supervise and provide support for pupils, in particular those with SEN needs, ensuring their safety and access to learning activities.

Assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes.

Attend to pupils' intimate care needs.

Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

Establish good relationships with pupils, act as a role model, be aware of and respond appropriately to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to interact with others and engage in activities led by the teacher.

Set challenging and demanding expectations and promote self-esteem and independence.

Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

During lunchtimes:

Support children's social skills and interactions with other.

Support with feeding and eating.

General supervision.

To be pro-active in safeguarding and promoting the welfare of children, keeping up to date with policies and procedures in this area.

Support for Teachers:

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Assist with the planning of learning activities.

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Establish constructive relationships with parents/carers.

Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum:

Assist in the preparation and development of agreed curriculum activities.

Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy and early years, recording achievement and progress and feeding back to the teacher.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Appreciate and support the role of other professionals.

Attend relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Take part in the performance management cycle.

To undertake any other related duties commensurate with the general level of responsibility of the post which may be decided by the Head Teacher or Governors, in accordance with the changing needs of the school.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.

Signed:

----- Member of staff. Date-----

----- Head Teacher. Date-----

