

JOB DESCRIPTION - TEACHING ASSISTANT (SEND SUPPORT)

MISSION STATEMENT

As the pupils, parents, staff and governors of St. Patrick's school:

OUR MISSION IS TO FOLLOW THE LOVING EXAMPLE SHOWN BY JESUS CHRIST

SCHOOL AIMS

As we serve the Catholic Christian communities on the Eastern side of Southampton, we aim to make our Mission Statement alive by:

- Working in partnership with parents, to provide a happy and secure Christian environment in which the children will develop spiritually, intellectually, socially, physically and emotionally;
- Providing a wide range of experiences and activities in all subjects of the National Curriculum to stimulate and extend each child fully;
- Celebrating each person for their individual gifts and talents;
- Demonstrating a genuine spirit of justice, care and reconciliation.

POST TITLE: **Teaching Assistant (SEND Support)**

GRADE: **Grade 6**

ACCOUNTABLE TO: **Inclusion Support Manager**

PURPOSE OF THE JOB

- To support children with a range of special educational needs in accessing learning and making progress.
- To remove barriers to learning.

KEY ACCOUNTABILITIES

1. To work with children, parents and adults to remove barriers which hinder a child's ability to access learning or to making progress.
2. To establish a supportive, caring and secure relationship with the children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
3. To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the children and respond to them effectively;
4. To assist in the planning, development and delivery of suitable programmes of work for the children;

5. To support in the designing, creation and production of learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
6. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
7. To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback as requested;
8. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal care, personal hygiene and identified medical needs as required. You will need to support the children with personal care needs, as required by the individual child/young person as detailed in their support plan. This may include help with social welfare, care and health matters, including toileting, dressing, feeding, mobility etc ;
9. To liaise with outside agencies, where appropriate, in respect of the children;
10. To assist with general school duties which may include:
 - Setting up classrooms, preparing resources and displays and tidying and clearing away
 - Supervision of children during playtimes
 - Supervision of children entering and leaving school premises
11. To assist with maintaining cleanliness and hygiene within the classroom environment, including the cleaning of the classroom and the toilet areas attached to the classroom, to ensure a safe and hygienic environment for pupils and staff.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.