



## Job Description

### Fixed Term Teaching Assistant (SEND)

**Responsible to:** Assistant Head, SENDCo

#### **Main Purpose of the Job:**

To assist in promoting the learning, personal development and safety of the pupils with whom you work, to enable them to make best use of the educational opportunities available to them.

#### **Roles and Responsibilities:**

##### In support of **pupil** the Teaching Assistant will:

1. Attend to pupils' needs, including social, emotional, health, and welfare matters.
2. Under the direction of the class teacher and using specialist knowledge or experience, support pupils' learning using strategies appropriate to the needs of the pupils and provide modified resources as required e.g. reinforcing the teacher's instructions in a visual format; setting up of visual schedules and work systems
3. Work with the Class Teacher and other school staff in providing for the inclusion of all children, to know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and learning and Equal opportunities.
4. Contribute to the planning of teaching and learning for the pupil on a short, medium and long-term basis and to the development and implementation of an individual's 'My Plans'.
5. Monitor pupils' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
6. Support pupils to access the wider curriculum, e.g. through the use of ICT or assistive technology.
7. Work towards developing pupils' independence in learning and self-care needs
8. Support pupils in developing social skills both in and out of the classroom; using initiative to develop and implement actions that will promote the integration of pupils and their peers.
9. Support a pupil at lunch and break times as necessary and encourage safe, interactive play.

##### In support of the **Class Teacher(s)** the Teaching Assistant will:

1. Contribute to monitoring, recording and assessment of pupil progress, as agreed by the Class Teacher.
2. Feed back information to the Class Teacher / SENDCo on any observed difficulties in understanding or skills of pupils.
3. Liaise with the Class Teacher at an individual / group level over the content of lessons in order to clarify learning intentions and outcomes, as well to establish the most effective way to support pupils.

4. Contribute to the planning and review of outcomes in the process of My Plan / EHCP Reviews.
5. Undertake certain aspects of lesson preparation as mutually agreed with the Class Teacher. This may include the resourcing of a lesson using the school's stock of learning resources; the making of appropriate resources; use of the photocopier etc.

In support of **wider school policy** and practice the Teaching Assistant will;

1. Contribute to the Blue Coat Vision and our core set Christian Values: *Happiness, Respect, Responsibility* and *Creativity* .
2. Act in accordance with the principles and guidelines outlined in the school's Behaviour Policy.
3. 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.
4. Be aware of, and support, difference and ensure that pupils have equal access to opportunities to learn and develop.
5. Develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals as necessary, such as educational psychologists, health professionals, speech and language therapists, to meet the personal and educational needs of individual pupils.
6. Attend and participate in relevant meetings as required.
7. Develop and maintain professional knowledge and understanding, including contributing to and participating in team meetings, In-service training and other learning activities, on a pro-rata expectation. Recognise own strengths and areas of expertise, and use these to advise and support others.
8. Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for an individual / group under the supervision of a teacher.
9. Contribute to the development of school policies and practices, the school improvement plan and activities, which support the wider aspirations, and values of the school, working collaboratively and supportively with colleagues.
10. Undertake other tasks as mutually agreed with the SENDco, Class Teacher, when necessary.

Agreed by: \_\_\_\_\_ (post holder)

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_ (Line Manager)

Date: \_\_\_\_\_