

JOB DESCRIPTION

Job Title	SEND Teaching Assistant/Midday Assistant
Grade	Scale 3 Point 5-6
Reports to	Headteacher, Deputy Headteacher, Senior Midday Supervisor & SENDCO
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work in partnership with class teachers to create a supportive and inclusive learning environment that enables all SEND pupils to achieve their full potential, in line with the National Curriculum and school policies. To ensure the care, safety and supervision of pupils during the midday break, both in the dining areas and on the playground, promoting a positive and inclusive lunchtime environment.
Principal Accountabilities	The Teaching Assistant will work with individual pupils or small groups under the direction of the class teacher, supporting the delivery of planned learning activities and teaching programmes. To provide skilled support to pupils with moderate and severe learning needs, behavioural, communication, social, sensory or physical difficulties. To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.
Duties and responsibilities	<p>Supporting Teaching and Learning</p> <ul style="list-style-type: none"> • Support pupils with activities which support literacy and numeracy skills. • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group. • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities. • Support the use of ICT in the classroom and develop pupils' competence and independence in its use. • Interact with, and support pupils, according to individual needs and skills. <p>Pupil Support and Wellbeing</p> <ul style="list-style-type: none"> • Establish positive relationships with pupils. • Interact with, and support pupils according to individual needs and skills. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Attend to pupils' personal needs, including help with social, welfare, and health matters, and administer minor first aid where required. • Supervise pupils for limited and specified periods, including break-times, facilitating games and activities. • Assist with escorting pupils on educational visits.

SEND strategy and Specialist Support

- Assist the teacher and other staff in the implementation of care programmes, One Plan targets/EHCPs (Education, Health and Care Plans).
- Model a calm and caring approach; helping children to co-regulate and self-regulate when they are distressed.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

Monitoring and Assessment

- Participate in planning and evaluation of learning activities with the teacher, providing feedback on pupil progress and behaviour.
- Monitor and record pupil activities as appropriate, writing records and reports as required.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.

Classroom and School Support

- Liaise with other staff and provide information about pupils as appropriate.
- Assist with the display and presentation of pupils' work.

Supporting Pupils During Lunchtime

- To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room.
- To assist children with eating their meal if required.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.

Maintaining a Clean and Safe Lunchtime Environment

- To clear tables when meals are finished and clear up any associated spillages.
- To ensure the dining areas are left clean, tidy and safe for all pupils and staff.

Promoting Positive Behaviour and Play

- To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy.
- Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction.

Health, Safety and Record Keeping

- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.

<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • Attend relevant training and take personal responsibility for own CPD. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To understand and apply school policies in relation to health, safety and welfare. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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