



Teaching Assistant (SEND) Job Description

Post: Teaching Assistant (SEND)

Responsible to: Headteacher

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Deputy Headteacher and SENCO
- Assist in the implementation of individual programmes for pupils and help monitor their progress
- Provide support for individual pupils inside and outside of the classroom to enable them to fully access the curriculum
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Support pupils with emotional or behavioural problems and help develop their social skills

Administrative duties

- Assist class teachers with maintaining pupil records
- Undertake other duties from time to time as the Headteacher, Deputy Headteacher and SENCO require

Standards and quality assurance

- Support the values and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance
- Attend team, staff meetings and INSET or other professional development when required.
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Be proactive in matters relating to the safeguarding of children and health and safety.

Other duties and responsibilities

- Take initiative and be able to work as part of a close working team
- Be confidential at all times and sensitive to the needs of the pupils in our care
- To assist and undertake responsibilities around the personal care of the pupils i.e. to support pupils who may need additional help
- Other duties that the Headteacher may from time to time ask the post-holder to perform.