



Job Description – SEND Teaching Assistant

Job Title:	SEND Teaching Assistant (Temporary)
Pay Range:	A1-B1 (31.66 hours per week, term time only)
Responsible to:	Class teacher and SENDCo
Role:	Supporting the teaching, learning, play and personal care of our pupils

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

1. To attend to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support children ensuring their safety and access to learning
3. To establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all children.
5. To encourage children to interact with others and engage in activities led by the teacher
6. To encourage children to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of child's work.
8. To be aware of child problems/progress/achievements and report to the teacher as agreed.
9. To undertake child record keeping as requested.



10. To support the teacher in managing children behaviour, reporting difficulties as appropriate
11. To gather/report information from/to parents/carers as directed
12. To support children to understand instructions
13. To support children in using basic IT as directed
14. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
15. To 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.
16. To be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
17. To contribute to the overall ethos/work/aims of the school
18. To appreciate and support the role of other professionals
19. To attend relevant meetings as required
20. To participate in training and other learning activities and performance development as required.
21. To assist with the supervision of children out of lesson times, including before and after school, extra-curricular clubs and at lunchtimes.
22. To accompany teaching staff and children on visits, trips and out of school activities as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.