

**SEND Teaching Assistant Job Description – Scale 3 or 4, depending on experience**

**Responsible to:** Executive Headteacher/Head of School/Deputy Headteacher/SENCo

**Job purpose:**

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils with SEND. To assist the teacher in the management of pupils and the learning environment. Work may be carried out in the classroom or outside the main teaching area.

**Responsibilities:**

* Supervising and providing specific support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Setting challenging and demanding expectations and promoting self-esteem and independence.
* Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establishing constructive relationships with pupils and interacting with them according to individual needs.
* Promoting the inclusion and acceptance of all pupils.
* Encouraging pupils to interact with others and engage in activities led by the teacher.
* Using strategies, in liaison with the teacher, to support pupils to achieve individual learning goals.
* Assisting with the planning of learning activities.
* Monitoring pupils’ responses to learning activities and accurately recording achievement/progress as directed.
* Providing detailed and regular feedback to teachers on pupils’ achievement, progress, and any concerns.
* Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
* Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils’ work.
* Establishing constructive relationships with parents/carers.
* Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, recognising and responding to their individual needs.
* Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
* Assisting with the supervision of pupils out of lesson times, such as at lunchtimes or on trips, as is deemed necessary.
* Supporting pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
* Attending all briefings, focus meetings and training days, as well as sharing good practice with members of staff as part of the commitment to own and others’ professional development.
* Share the school's commitment to safeguarding and promoting the welfare of all young people.
* Participate in the performance management and review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* Carry out other roles and tasks as requested by the Head of School that are commensurate with salary grade. These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.