

# Hagley Primary School

## Job Description: Teaching Assistant SEN



### Purpose of the Post

- To support and deliver the curriculum under the direction of the SENCo and class teacher plus other support agencies.
- To monitor and evaluate learning.
- To liaise with the SEND team, class teacher and other agencies to inform further planning and delivery of the curriculum.
- To deliver, monitor and evaluate with the SEND team, class teacher and other support agencies a curriculum that includes (but is not limited to):
  1. developing social communication and interaction skills
  2. improving concentration and attention
  3. promoting independence and self-help skills

The post holder is responsible to the head teacher in respect of all duties pertaining to this job description. In the absence of the head teacher they will be responsible to the deputy head teacher.

### Confidentiality

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

### Main Duties

To work in classrooms under the supervision/direction of the class teacher. With the agreement of the head teacher you may be asked to work elsewhere.

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

Your role as a TA is to support individuals or groups of children. You are there to help raise standards through your work with these children and to work within the ethos of the school upholding agreed school policies and within the parameters of any other specific guidance given by the head teacher.

Concerns you may have regarding any child must be raised with the head teacher, deputy head teacher or class teacher.

The teaching assistant will liaise with their class teacher(s) to share guidance on planning and in delivering specific learning objectives the class teacher has identified. You will be expected to make yourself familiar with the planning prepared by the teacher for their children before the lessons begin. You will be required to participate in the evaluation process once the lesson has been completed. TA's are expected to make themselves familiar with the Individual Education Plans (IEP's) for children who have one written and the class Provision Map. You may be required to support the class teacher in the preparation of materials and equipment prior to the lesson and in the clearing away after. In addition, you will be asked to assist in developing a vibrant, learning environment for the whole class.

You will have easy access to:

- Your Job Description/s
- Details of your pay number, hours worked for each role you have
- Copy of staff handbook
- Timetable of time spent in the different classrooms (on provided pro-forma)
- Copies of weekly planning and evaluations of work completed with the children you have worked with
- Groupings of children with whom you work, including specific objectives planned by their class teacher relevant to that child or group of children
- Targets set for individual children
- Medical information on children you work with in school
- Other relevant information

As a teaching assistant you are required to work in classrooms alongside the class teacher. Your role is to support the learning objectives the class teacher will have planned for those children. It is important that working alongside the class teacher in the classroom your child/group of children is/are not isolated from their peers, except when this is deemed to be necessary. As a school we are keen to ensure occasions where groups of children are withdrawn from the rest of the class are kept to a minimum. We also acknowledge that small groups may need to focus on tasks without distraction. It is essential that your time is spent supporting the children you are working with and that activities which take you away from this situation should be avoided.

#### **Guidance**

You should make yourself aware of all school policies and Worcestershire's Guidance on the use of Physical Restraint as well as our current Behaviour Policy.

Your job description is not a comprehensive definition of the post and you may be required to undertake such tasks as appropriate to the level of your appointment, as the head teacher may require.

You may be asked to attend training activities appropriate to the role you have as a teaching assistant.

This job description may be subject to modification or amendment and will be done so after discussion with you.

**Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**