

# CHENDERIT SCHOOL

## JOB DESCRIPTION

**Post Title:** Teaching Assistant – SEN Level 1

**Grade:** Grade C Point 2

**Responsible to:** SENDCO

### **Supporting the pupil:**

Develop a knowledge of a range of learning support needs and an understanding of the specific needs of the students to be supported

Promote the inclusion and acceptance of all pupils

Set challenging and demanding expectations and promote self-esteem and independence

Support students to enable them to:

- understand and follow instructions
- concentrate on the task set
- interact and engage with other pupils
- remain motivated and engaged

Assist with the supervision of students, including accompanying students on trips off school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and Local Authority guidance

Assist students, where necessary, with their personal needs e.g. toileting

### **Supporting the teacher:**

Monitor individual or group achievement of key objectives and feedback to the teacher

Contribute to the assessment of students by teachers through observation and reporting

Record information relevant to the assessment and review of students' progress

Support the implementation of strategies to manage student behaviour and help the teacher to manage student behaviour

Undertake appropriate administrative tasks

### **Supporting the curriculum:**

Develop a knowledge of the curriculum which the pupils are expected to follow

Understand the National Strategies and their implications for pupils who require additional support

Assist with the provision of differentiated resources and tasks which will allow all students to participate fully in lessons, securing and extending their learning

Act as a reader, scribe and/or invigilator for students who are entitled to special access arrangements for examinations

**Supporting the school:**

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

Contribute to the overall ethos/work/aims of the school

Set a good example in terms of dress, punctuality and attendance

Attend and participate in relevant meetings as required

Undertake first aid duties, subject to training being provided

Participate in training and other learning activities and performance development as required

**VARIATION CLAUSE**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher / Line Manager in consultation with the post holder
2. In these circumstances it will be aim to reach agreement on reasonable changes within the grade and level of responsibility entailed, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**FLEXIBILITY CLAUSE**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the School or in a comparable post if any of the School's other sections or departments

Signed ..... Dated .....  
(Postholder)

Signed ..... Dated .....  
(Line Manager)