



NAME OF EMPLOYEE

SALARY

HOURS

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE SEN Teaching Assistant Level 2/3

2.0 JOB PURPOSE

- 2.1 To support in raising achievement of pupils including contributing to pupil progress and the provision of specialist skills as appropriate.
- 2.2 To take part in planning, monitoring and evaluating learning activities to ensure accuracy and accountability in the support provided for pupils, under the direction of the SENDCO.
- 2.3 To support the implementation of school and departmental policies.

3.0 DUTIES AND RESPONSIBILITIES

Support for pupils (either individually or in groups)

- 3.1 Support the activities of individuals or groups (normally up to 8) under the direction of the SENCO.
- 3.2 Adapt instructional materials and strategies to meet the individual needs of students with special needs, ensuring accessibility and inclusivity.
- 3.3 Adapt communication styles to respond to pupils according to their individual needs.
- 3.4 Plan, resource and deliver withdrawal sessions and other SEND support sessions, including covering for absent colleagues.
- 3.5 Establish and maintain relationships with individual pupils and groups.
- 3.6 Write pupil profiles in collaboration with the SENCO.
- 3.7 Support pupils during learning activities
- 3.8 Install portable access equipment to support the movement of the student around the school estate.
- 3.9 Promote pupils' social and emotional development
- 3.10 Contribute to the health and wellbeing of pupils
- 3.11 Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- 3.12 Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- 3.13 Support pupils with literacy, numeracy and other skills, e.g. handwriting
- 3.14 Support pupils to access the curriculum.
- 3.15 Support pupils in examinations through provision of access arrangements; e.g. reader/scribe

Support for the teacher(s)

- 3.16 Observe and report on pupil performance
- 3.17 Contribute to the planning and evaluation of learning activities during in class support
- 3.18 Assist in preparing and maintaining the learning environment
- 3.19 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 3.20 Contribute to maintaining pupils' records
- 3.21 Assess pupils' needs using appropriate assessment materials.
- 3.22 Mark and record pupil assessments and enter data as required by the SENCO.
- 3.23 Support the maintenance of pupils' safety and security.
- 3.24 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- 3.25 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 3.26 Undertake more complex marking of pupils' work in line with school policy
- 3.27 Undertake joint home visits as appropriate and in line with school/LA policy.

Support for the school

- 3.28 Support the development and effectiveness of team work within the school environment
- 3.29 Establish constructive relationships and communicate with other agencies/professionals, in liaison, with the SENCO, to support the achievement and progress of pupils.
- 3.30 Liaise with parents as appropriate seeking advice of the SENCO where necessary.
- 3.31 Invigilate examinations including scribing where required.
- 3.32 Supervise pupils on visits, trips and out of school activities as required.
- 3.33 Recognise own strengths and areas of expertise and use these to advise and support others.
- 3.34 Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- 3.35 Review and develop own professional practice.
- 3.36 Work as required across the curriculum and in all key stages within the school in accordance with the job.
- 3.37 Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.38 To participate in appropriate professional development including the school review process.
- 3.39 To adhere to the ethos of the school
- 3.40 To promote the agreed vision and aims of the school
- 3.41 To set an example of personal integrity and professionalism
- 3.42 Attendance at appropriate staff meetings and meetings with parents.

Support for the curriculum

- 3.43 Support the use of information and communication technology in the classroom
- 3.44 Support the use of specialist inclusion equipment e.g. AVI Robots to enable students to access and participate in the classroom remotely.

4. GENERAL

- 4.1 Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.

- 4.2 Participate in training, the appraisal process, meetings and other learning/development activities as required.
- 4.3 To adhere to the ethos of the school
 - 4.3.1 To promote the agreed vision and aims of the school
 - 4.3.2 To set an example of personal integrity and professionalism
- 4.4 To undertake any reasonable task requested by the Headteacher.
- 4.5 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

5.0 SUPERVISION

- 5.1 SUPERVISING OFFICER
 - 5.1.1 Responsible to the Special Educational Needs/Disabilities Co-ordinator.
 - 5.1.2 Responsible to the appropriate class teacher who will manage classroom and pupil activities.
- 5.2 LEVEL OF SUPERVISION
 - Plan own work to ensure the meeting of defined objectives

6.0 LINE MANAGEMENT RESPONSIBILITIES

Not applicable

7.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

8.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
