



HIGHFIELDS ACADEMY

JOB DESCRIPTION

DESIGNATION:	Teaching Assistant (Primary with SEN)
PAY:	£21,968 pro rata, per annum
POST RESPONSIBLE TO:	Principal / Designated Teacher
PURPOSE OF THE POST:	To support the education of a Key Stage 2 pupil in a 1:1 capacity

DUTIES:

Under the direction of the Principal / designated teacher:

1. To assist the teacher in the implementation of the pupil's curriculum.
2. To carry out, under the direct supervision of the teacher, individual programmes of learning specifically to support the pupil concerned.
3. To assist in the implementation of any other programmes of support designed by other professionals.
4. Monitor the individual pupil's progress, achievements and development and report these to the teaching staff / line manager to inform decisions taken regarding the Education Health Care Plan.
5. To assist in the preparation of teaching materials and equipment in support of the pupil concerned; and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
6. To assist the school in maintaining a close liaison with the pupil's parents or guardians
7. To assist the teacher in maintaining a detailed record of progress, recording observations of strengths and weaknesses as appropriate.
8. To support the general care, welfare and safety of the pupil.
9. To carry out small group activities as requested by the teacher, to include the identified pupil.
10. Attend staff and other meetings and participate in staff training and development work and staff reviews as required.
11. To contribute to any discussions or reviews on the pupil concerned, as requested by the Principal.

Signed: _____