

# EDUCATION SERVICES DIRECTORATE

## JOB DESCRIPTION

**JOB TITLE:** SEN Teaching Assistant – Level 2 **SCHOOL:** St Andrew's CE Primary

**POST NUMBER:** **GRADE:** 5

**SALARY RANGE:** **HOURS:** 18.75

**POST STATUS:** **WORKING YEAR:** 43.21 weeks

*Conditions of service are those specified by the National Joint Council for Local Government Services*

### GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

#### 1. Support for Pupils

- a) Provide learning support for children in the resourced provision with Autistic Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD) between the hours of 08:45 and 15:15 (with half an hour unpaid lunch break).
- b) Attend to pupils' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- c) Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.
- d) Establish constructive relationships with pupils and interact with them according to individual needs.
- e) Promote the inclusion and acceptance of all pupils.
- f) Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- g) Set challenging and demanding expectations for pupils, and promote self – esteem and independence.
- h) Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

#### 2. Support for the Teacher

- a) Assist with the planning of learning activities.
- b) Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- c) Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- d) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.

- e) Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- f) Establish constructive relationships with parents / carers.
- g) Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- h) Maintain records as requested.
- i) Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress.
- j) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- k) Provide general clerical / admin. support eg. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

### **3. Support for the Curriculum**

- a) Support pupils in understanding instructions.
- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- c) Undertake programmes linked to local and national learning strategies eg. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- d) Support pupils in using ICT, and develop pupils' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.
- f) Monitor and manage stock and supplies, cataloguing as required.

### **4. Support for the School**

- a) 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.
- b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- h) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.