

**Job Description:**

Pay Scale:
Line Manager:

SEND Teaching Assistant
(linked to a child with an EHCP)
SC4
Inclusion Leader

Belmont Primary School Aims and Values:

Belmont Primary School aims to provide a balanced, creative education in a stimulating, safe environment through which children maximise their talents and abilities, develop a pride in their achievement and feel happy, confident and secure. The School values aspiration, belief, cooperation, creativity, fairness, integrity, resilience, respect and responsibility in all members of its community and believes in educating the whole child and preparing him or her to take an active role as a local, national and global citizen.

Main purpose of the job:

- To work under the direction and guidance of the class teacher(s) and/or Inclusion Leader (SENCO) to support a particular pupil with an Education Health Care Plan to access the curriculum in the most effective way, appropriate to their needs and understanding.
- To assist in the planning and delivery of support and intervention to enable the child to meet their individual short-term targets as outlined in the Education Health Care Plan or previous annual review.
- To participate in annual review meetings
- To work in partnership with other staff members to create and maintain a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils.
- To work with other pupils or small groups, as directed by the class teacher.

Work may be carried out in the classroom or outside the main teaching area with individuals or small groups as appropriate.

Specific responsibilities:**Quality teaching to promote the achievement of all pupils**

- To plan, with the support of the class teacher, and deliver effective programmes for individual pupils with special educational needs so as to enable them to learn as effectively as possible on their own and in a group situation, taking into account the learning needs involved.
- To support such pupils in the development of skills, in both prime and specific areas, supporting their access to the curriculum through clarification and reinforcement.
- To liaise closely with the class teacher(s) and any external professional as appropriate to support the implementation of any special programmes or Support Plans (IEP) designed for pupils.
- To assist the class teacher(s) with assessments of children and with record keeping, in line with the School guidelines report on any achievements or developments against short term targets; if relevant, to contribute to the Annual Review of a pupil's EHCP.
- To prepare suitable work for pupils under the guidance of the teacher, and to make or adapt resources (eg worksheets or prompt cards) to enable pupils to access the learning activity at their appropriate level of understanding.
- To assist the class teacher with the preparation of the classroom for lessons.
- To assist with the development of pupils' basic ICT skills and support the use of ICT in learning activities.

Behaviour and safety

- To be aware of, and abide by, the school policy on safeguarding to promote the safety and well-being of all pupils
- To help, where necessary, with pupils who are sick, distressed or injured.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and attitudes to learning.
- To 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.
- To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- To accompany the pupils on school visits, trips and out of school activities as required.

Professional development

- To attend relevant meetings and training opportunities as required and participate in appraisal and performance development programmes.

Belmont community

- To establish a good relationship with parents/carers and to provide information and feedback where appropriate and agreed under the guidance of the teacher.
- To undertake any other duties of a similar nature, at a similar responsibility level, which may be allocated from time to time.