

STANLEY PARK JUNIOR SCHOOL



JOB DESCRIPTION

SENIOR / TEACHING ASSISTANT EHCP SUPPORT

Purpose of Job

To work under the instruction/guidance of the SENDCO to undertake work, care and support programmes, to enable access to learning for the named child as identified on the EHCP.

Work may be carried out in the classroom or outside the main teaching area. Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

To work with outside agency professionals and deliver identified support.

To provide accurate assessments and written reports that inform EHCPs and Annual Reviews.

Specific Duties

Support for Pupil

1. Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of EHCPs and Personal Care programmes.
3. Assist in the delivery of educational work programmes by participating in day to day learning activities with whole class, groups or individual children under the teacher's supervision.
4. Establish constructive relationships with the pupil and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage the pupil to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.

8. Provide feedback to the pupil and parents in relation to progress and achievement under the guidance of the teacher.
9. Promote independent and collaborative learning skills.

Support for Teacher

10. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
11. Use strategies, in liaison with the teacher, to support the pupil to achieve their learning goals.
12. Assist with the planning of learning activities.
13. Monitor the pupil's responses to learning activities and accurately record achievement/progress as directed.
14. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
15. 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.
16. Establish constructive relationships with parents/carers.
17. Administer routine tests and give either oral or written feedback to the pupil.
18. Photocopy relevant resources to support learning.

Support for the Curriculum

19. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
20. Undertake intervention programmes as set up through outside agencies and SPJS Basic Skills Plans and provide relevant evaluation and feedback to the teacher and SENDCO.
21. Support the use of computing technology in learning activities and develop the pupil's competence and independence in its use.
22. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

23. 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.
24. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
25. Contribute to the overall ethos/work/aims of the school.
26. Appreciate and support the role of other professionals.
27. Attend and participate in relevant meetings as required.
28. Participate in training and other learning activities and performance development as required.
29. Assist with the supervision of the pupil out of lesson times, including before and after school and at lunchtime when required.
30. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Supervision

Received: Headteacher, Deputy Headteacher, SENDCo

Liaison Class Teachers, Teaching Assistants, Admin Team

Job Description agreed on _____ (date)

By Post Holder _____ (name)

Signed _____ (signed)

Headteacher _____ (signed)