



JOB DESCRIPTION – SEND Support TEACHING ASSISTANT

JOB TITLE: SEND Support Teaching Assistant

RESPONSIBLE TO: Class Teacher and School Leadership Team

PURPOSE OF JOB: To assist and support class teachers and pupils with SEND. The role will require the post holder to work under the direction of classroom teachers, supporting the pastoral needs and the learning of the pupils. Work may be carried out in and outside the main teaching environment.

JOB DUTIES:

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Learning Plans (IEPs) and associated provision
- Establish constructive relationships with pupils and interact with them according to individual needs, following personalised timetables where they are in place
- Promote the inclusion of all pupils
- Encourage pupils to engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To undertake first aid duties
- If necessary, to provide some aspects of intimate care, ie. helping a child who has soiled to change clothing
- To work with other staff as a team if involved in Team Teach
- To undertake break time and lunch time duties

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils work to achieve learning goals
- Assist with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support pupils who have emotional needs to achieve targets set by the teacher and/or SENDCO
- Establish constructive relationships with parents/carers
- Undertake routine marking of pupils' work in line with policy and provide clerical / admin support e.g. photocopying, preparing resources.



Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Determine the need for and prepare and maintain general and specialist equipment and resources to meet the lesson plans/relevant learning activity and assist pupils in their use
- Help pupils to access learning activities through specialist support

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of the pupil
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required and take responsibility for a group or an individual pupil under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time and in consultation with you, to reflect changes in, or to, your job.