**JOB DESCRIPTION**

**Title: TEACHING ASSISTANT – SEN**

**MAIN PURPOSE OF THE JOB**

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the Inclusion Manager: will work with individuals/groups to supervise physical/general care of pupils, including those with an EHCP; support access to learning for pupils; assist the teacher in the management of pupils and the classroom.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**SUPPORT FOR PUPILS**

1. Attend to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, basic first aid and welfare matters
2. Supervise and support pupils ensuring their safety and access to learning
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Encourage pupils to act independently as appropriate
7. Set challenging and demanding expectations and promote self-esteem and independence
8. Provide verbal feedback to pupils in relation to progress and achievement under the guidance of the teacher

**SUPPORT FOR THE TEACHER**

1. Prepare materials for SEN statemented child and work area and clear afterwards under the direction of the teacher or Inclusion Manager
2. Be aware of pupil problems/progress/achievements and provide regular feedback to the teacher
3. Undertake pupil record keeping as requested
4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
5. Support pupil with an EHCP
6. Help the teacher with escorting a pupil in and out of the classroom at lunchtime, playtime, and before and after school
7. Support children in the test situation

**SUPPORT FOR THE CURRICULUM**

1. Support pupils to understand instructions
2. Supporting pupils in learning as directed by the teacher
3. Supporting pupils in using basic ICT as directed
4. Prepare and maintain equipment/resources as directed by the teacher/Inclusion Manager and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
2. Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
3. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
4. Contribute to the overall ethos/work/aims of the school
5. Appreciate and support the role of other professionals
6. Attend relevant meetings as required
7. Participate in training and other learning activities and performance development as required
8. Assist with the supervision of pupils out of lesson times, including before and after school
9. Accompany teaching staff and pupils on educational visits and out of school activities as required
10. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school

**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council’s equal opportunities policies and statutory responsibilities

**PERSON SPECIFICATION**

**Title: TEACHING ASSISTANT – SEN**

**EXPERIENCE (Essential Requirements)**

* Working with or caring for children of Early Years and with ASD.

**QUALIFICATIONS/TRAINING (Essential Requirements)**

* Good numeracy/literacy skills
* Participate in development and training opportunities

**KNOWLEDGE/SKILLS (Essential Requirements)**

* Basic knowledge of first aid
* Use basic technology – computer, video, photocopier, whitebaord
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these