Dashwood Banbury Academy
an Aspirations Academy
Growing together; succeeding together

JOB DESCRIPTION –SEN Teaching Assistant

Title of Post: SEN Teaching Assistant – Temporary post

Hours: 8.30 am - 3.30 pm Monday to Friday, Term time + 3 INSET days only. Starting 2nd September 2019

Banding: Scale point 4-6

Responsible to: Principal, SENCO and Leadership Team

Job Purpose
To provide support for pupils on the SEN register which enables them to access a broad and balanced curriculum and feel included in accordance with the objectives of the school.

Key Tasks

- Hold responsibility for identified pupils under the direction of the class teacher/supervisor, for example: to be able to confidently support target work as laid out in an 'Individual Learning Plan'; to monitor pupil's responses to learning activities and accurately record achievement / progress; provide detailed and regular feedback to teachers; promote positive learning behaviour and independence for pupils.
- Assisting the class teacher/team leader in the development and delivery of the differential content of the lesson (e.g. facilitating learning for particular children by supporting them with their vocabulary; by breaking down a task; supporting in a group discussion; using practical apparatus such as Numicon).
- Working with individuals in your class on a 1:1 basis or small groups under the direction of the class teacher within the classroom setting, including planning for learning time.
- Participate regularly in meetings concerning pupils' progress.
- Liaison between home and school as and when appropriate.
- Other commensurate duties as directed by class teacher, Key Stage co-ordinator, SENCO
- To promote the Values and Conditions of the Aspirations Academy Trust, and subsequent values and culture, to other staff, governors, parents, children and members of the wider community.
- To do all that you can to ensure that you safeguard and promote the welfare of pupils in the Academy and inform designated safeguarding members of staff of concerns immediately.
- To assess, monitor and record the progress of pupils in your group with support from the class teacher/team leader.
- To take responsibility for your own professional development and use the outcomes to improve your practice and pupils learning experiences.
- To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- To contribute to and support the overall ethos, work and aims of the academy.
- To comply with, support and promote all academy policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Principal.
- To be aware of and support pupil differences and ensure that all pupils have equal access to all academy opportunities to learn and develop.

- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with academy policies and in consultation with the SEN Coordinator.
- To keep records and make reports on the personal and social needs of pupils.
- To supervise pupils throughout the academy during playtimes and at any other times requested by the Principal.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities.