

SEN Teaching Assistant Job Description



HUJJAT PRIMARY SCHOOL

Responsible to: Class Teacher and Senior Leadership Team

Hours 34 hours/week. 8:15am-3:30pm Monday-Thursday and 8:00-3:30 Friday, term time only (39 weeks)

Main Purpose of The Job:

- To support teaching and learning activities
- To support pupils 1:1 and in small groups ensuring high expectations and progress with the curriculum
- To be responsible for the personal care/supervision of children
- To liaise with parents/carers

Support For Pupils

- Develop a positive and supportive relationship with pupils.
- Be aware of the differing needs of pupils.
- Supervise and provide adaptive support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Effectively manage behaviour and promote a positive learning environment.
- Provide individualised support to students, tailored to their specific needs.
- Assist with the development and implementation children's individual plans.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support For the Teacher

- Have a sound knowledge and/or experience of how children learning at primary school.
- Use strategies, in liaison with the teacher, to support pupils to achieve.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Support groups within the class e.g., phonics and Guided Reading.
- Provide feedback on individual/groups of children to feed into their support plans/SEN review meetings.

Support For the Curriculum

- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of IT in learning activities and develop pupil's competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Assist with displays and presentation of learning of pupils work inside and outside of the classroom environment as required.

Support For the School

- Undertake training and CPD as required.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the overview of the teacher.
- Be a role model for pupils and colleagues in terms of behaviour and attitude.
- Be punctual and professional at all times, as well as maintain confidentiality.

All Staff will:

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

