

SEND Teaching Assistant Job Description – specifically for work in our Autism Provision

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| POSITION TITLE: Teaching Assistant | SCHOOL: Primrose Hill Primary School |
| PAY LEVEL: | REPORTS TO: Head of Inclusion |

JOB PURPOSE:

To work with teachers to raise the learning and progress of pupils while also promoting their independence, self-esteem, relationships and social inclusion. To carry out given behaviour plans, educational plans or any other plans given by the teacher or external professionals to help children develop. To give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

MAIN AREAS OF RESPONSIBILITY:

- Work with the class teacher and Inclusion Manager to support the implementation of person centred planning and targets for SEND pupils for children in the ARP
- Establish good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs in the ARP
- Promote the inclusion and acceptance of all pupils particularly through supporting ARP children's integration into the mainstream where appropriate
- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical hygiene and welfare matters
- As part of making reasonable adjustments for pupils with special educational needs and disabilities it will sometimes be necessary to direct LSAs to support pupil's intimate care needs in line with the academy Intimate Care Policy and to maintain the pupils health, safety and personal dignity.
- Liaise with appropriate external SEND or health professionals to ensure that advice on provision for individual SEND pupils is effectively implemented
- Supervise and support SEND pupils ensuring their safety and access to learning
- Encourage all pupils to interact with others and engage in activities led by the teacher
- Encourage and support SEND pupils to develop appropriate and increasing levels of independence
- Be aware of SEND pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping and assessment for SEND pupils as requested
- Support the teacher in managing pupil behaviour, reporting difficulties and adopting recommended strategies as appropriate
- Support the teacher in the preparation of appropriate resources for SEND pupils
- Prepare and maintain equipment/resources for SEND pupils as directed by the teacher and to assist pupils in their use

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- To support in the appropriate lunchtime provision for SEND and other vulnerable pupils
- 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
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Assist with the set up and tidying away of classroom equipment each day
- Accompany teaching staff and pupils on visits, trips and out of school activities as required