



SEND Teaching Assistant

Job Description

Job Title: SEND Teaching Assistant

Grade: Scale 3

Responsible to: AHT for Inclusion

Main Purpose of the Job:

To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum, EHCPs or Individual Education Plans.

TASKS

- Assisting the Class Teacher to prepare and adapt learning materials to meet identified learners needs.
- To prepare classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design, adapt other materials where necessary.
- Assisting the Teacher in the planning and delivery of class activities.
- To deliver activities and interventions with individuals and small groups covering all curriculum areas and other areas of need such as communication and language, physical, social and emotional development under the guidance of the Teacher or other lead person.
- Assisting the teacher to deliver, monitor and assess pupils' individual support plans (including EHC Plans).
- To contribute to observations and records on an individual's progress producing written reports where necessary.
- To contribute to the management of pupil behaviour in line with the school's behaviour policy
- To pass on information about pupils personal, educational needs and achievements to parents, the class teacher and other professionals as directed by the Teacher or other lead person.
- To contribute to team meetings and review meetings as directed by the Teacher or other lead person.

TO DREAM, STRIVE, ACHIEVE & CELEBRATE, WITH GOD AS OUR GUIDE

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CHURCH OF ENGLAND PRIMARY SCHOOL

Creek Road, Greenwich, London, SE10 9RB



- To assist in the assessment, recording and reporting of pupil progress including reporting to the Teacher and giving feedback to pupils on their progress.
- To administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels.
- To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.
- To support the pupil in physical activities (e.g. PE, drama, etc) as required.
- To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times.
- To undertake training and attend INSET days in accordance with contractual arrangements.
- To contribute to the wider school life.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Senior Leadership Team.
- To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.
- To support the school's/borough's equal opportunities policies.
- Other: Assisting with any other duties of a similar level of responsibility as required to ensure the efficient and effective running of the school as directed by the Senior Leadership Team.
- To ensure that you are up-to-date with safeguarding legislation (Keeping Children Safe in education 2021) and to follow the school's safeguarding and child protection policy

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