



### **Job Description**

<b>Post:</b>	SEN - Teaching Assistant
	39 weeks
<b>Grade:</b>	The Redhill Academy Trust Pay Scale, Band 7 scale point 32 - 36
<b>Hours a week</b>	32 hours a week
<b>Establishment:</b>	<b>North Wingfield Primary and Nursery Academy</b>
<b>Responsible to:</b>	Headteacher/Assistant Headteachers
<b>Liaison with:</b>	Teaching Staff Teaching Assistants Professional Staff Involved in the Education of Children Parents
<b>Purpose of the Post:</b>	To carry out duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework for Teaching Assistants and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of the school. This post will include supporting children with Special Educational Needs.

### **Duties and**

### **Responsibilities: Support**

### **for Pupils**

- Provide a secure, caring and enriching environment for all pupils.
- Supervise and provide support for pupils, including those with special needs, ensure their safety and access to learning facilities.
- Model and exercise high quality care and education for all children during the school day, inside and outside.
- Assist with the development and implementation of Personal Care programmes.
- Establish positive, constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

- Assist in resolving behavioural and emotional problems of children.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Provide basic first aid, comfort sick children and accompany children to the hospital if appropriate.

### **Support for Teachers**

- Create and maintain a purposefully, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher to support pupils to achieve learning goals.
- Assist with the planning of learning activities (inside and outside)
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Make and record observations.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Record observations and assessments e.g. profile scores.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish positive, constructive relationships with parents/carers and other adults involved with the child.
- Undertake routine marking of pupils' work.
- Share records with parents, carers and professionals where appropriate.
- Provide clerical/admin support e.g. photocopying, filing etc.

### **Support for Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's resources.
- Undertake programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' 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.

### **Support for the school**

- Be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Promote and contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of professionals.
- Attend and participate in relevant meetings as required.
- Participate in, and contribute to, training and other learning activities and performance development as required.
- Accompany teacher staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To work in partnership with all members of the school community to support the needs of all children and their families.