Job Description

Teaching Assistant (SEND)

Farnsfield St Michael's C of E Primary School

Salary and Hours

Grade: NJC Grade 2 – SCP 3-4

Responsible to: Head Teacher

Role Description

Purpose of the job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.

Key Responsibilities

- Working 1:1 with a child with complex needs.
- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of SEND provision and assessments
- Establishing a positive relationship with pupils and interact with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promote self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning and resourcing of learning activities
- Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Establishing positive relationships and communication with parents/carers
- Administering routine tests and assessments and undertake routine marking of pupils' work
- Assisting the teaching staff in the smooth transition between educational phases
- Supporting pupils in their learning in all areas of the curriculum
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Supporting pupils and teacher during PE and other practical activities.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils at break times and lunchtimes
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General Responsibilities

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Appreciating and supporting the role of other professionals
- Attending relevant SEND and whole staff meetings as required
- Participating in training and other learning activities and performance development as required
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team

- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Additional duties

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Date: _____