

# Generic Job Description

## SEN Teaching Assistant (JE No: 2208)

---

|                                    |   |                           |         |
|------------------------------------|---|---------------------------|---------|
| <b>Job title:</b>                  | SEN Teaching Assistant  | <b>Ealing GLPC Grade:</b> | Scale 6 |
| <b>School:</b>                     |   | <b>Post No:</b>           |         |
| <b>Line manager:</b>               | Acting Deputy Headteacher: Inclusion, SENCo                                 |                           |         |
| <b>Supervisory responsibility:</b> | None, apart from assisting in work familiarisation of new members of staff. |                           |         |
| <b>Hours:</b>                      | Full time   |                           |         |

---

### Main purposes of the job

- To work under the guidance of the teachers in the planning and implementation of work programmes with individuals or groups of pupils with special educational needs.
  - To provide general support to the inclusion team and class teachers in the support of pupil(s) with special educational needs inside and outside of the classroom.
  - To assist the teachers and inclusion team in creating and maintaining a purposeful, orderly and supportive learning environment.
  - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn, develop and be successful.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- 

### Main responsibilities and tasks

#### Support for pupils

1. To support working relationship with the pupils, acting as a role model and setting high expectations.
2. To support pupils with special education needs in the most effective way for each individual.
3. To meet the personal and physical needs of pupils such as feeding, toileting and assisting with mobility as necessary whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting targets and attending target review meetings.
5. To facilitate pupils' access to specialist provision as indicated by their EHCP (where applicable)
6. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
7. To provide support in the delivery of the National Curriculum as appropriate.

#### Support for the teachers

8. To work closely with the teachers and TAs to assist in the planning, development and delivery of all areas of the curriculum
9. To work under supervision of the SENCo to support the learning as well as the social, emotional and physical development of the pupils
10. As required, to prepare the classroom/outside areas/intervention rooms for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the session/day as appropriate.

# Generic Job Description

## SEN Teaching Assistant (JE No: 2208)

### Support for the school

11. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
12. To liaise with parents/ carers or agencies involved in supporting development of pupils.
13. To attend relevant meetings and participate in training opportunities and professional development as required.
14. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils with special educational needs, under the supervision of the teacher.
16. To assist with the general pastoral care of pupils with additional needs, including helping pupils who are unwell, distressed or unsettled.
17. To adhere to school health and safety policy including risk assessments and safety systems.

### Support for the curriculum

18. To assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teachers.
19. To help adapt and plan the development of resources necessary to assist in learning activities of children with special educational needs; taking into account pupils' interests, language and cultural backgrounds.
20. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

---

### Signatures – line manager and job holder

|                                  |       |              |       |
|----------------------------------|-------|--------------|-------|
| <b>Signature of Manager:</b>     | ..... | <b>Date:</b> | /   / |
| <b>Signature of post holder:</b> | ..... | <b>Date:</b> | /   / |

---