

## **SEMH Teaching Assistant Job Description**

### **Summary of the role:**

To work under guidance to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. Assisting the whole planning cycle and the management/ preparation of resources.

**Line manager:** Inclusion Leader

### **Main duties and responsibilities:**

- To work with the teacher to establish an appropriate learning environment
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To assist with the development and implementation of IEPs/Provision Maps as appropriate
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others and engage all pupil in activities
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To determine the need for, prepare and maintain general and specialist equipment and resources
- To provide feedback to pupils in relation to progress and achievement.
- To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To take responsibility for a whole school area, working with teachers to ensure impact
- To 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
- To supervise pupils on visits, trips and out of school activities as required.
- To support playground/break time/lunches and lunch playtime supervision e.g. educational games, crèche, prep (within employed hours)
- Administer first aid as appropriate
- To attend and participate in regular meetings as appropriate.
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours)
- To carry out the above duties in accordance with the School's Equal Opportunities Policy
- To work under the guidance of the SEMH teacher in supporting individuals or small groups in targeted interventions

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.