



JOB DESCRIPTION
Special Educational Needs Teaching Assistant
NJC Scale 4 (7-10)

Responsible to: Deputy SENCo

OVERALL RESPONSIBILITY

To provide support to students with SEN including those with physical difficulties including some personal care. You will work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students working either in the classroom or with smaller groups of students or one to one.

Main Responsibilities and Duties

Support for Students

- Supervise and provide particular support for students identified on the Special Educational Needs Register, ensuring their safety and access to learning activities
- Assist with the development and implementation of targets.
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Support students where necessary in unstructured times such as break and lunch time
- To participate in providing extracurricular activities
- Support with moving and handling including transfer and feeding
- Deliver 1:1 sessions to secure pupil's understanding of core numeracy and literacy skills
- Deliver 1:1 sessions to support pupil's understanding of lessons
- Aid a pupil to follow a SALT, OT or Physiotherapy programme as required

Support for Teachers

- Work with a specialist teacher and receive training on specialist ICT equipment
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with the Attitude to Learning Policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Differentiate work according to the pupils needs
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students responses
- Undertake programmes linked to local and national learning strategies s recording achievement and progress
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Working with the subject specialist produce differentiated learning materials matched to the needs of the students on the SEN register.

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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and break and lunchtime
- Accompany teaching staff and students on visits and out of school activities as required and take responsibility for a group under the supervision teaching staff.

General

- To unequivocally support and promote the values and ethos of The Elmgreen School
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- To undertake such duties as required to meet the needs of the service.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: SGE	Created: 05/06/2009
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