

Job Description for Teaching Assistant with named child

Reporting to: SENCO/ Class Teacher

Receives instructions from: Class Teacher/ SENCO/ Headteacher / Deputy Head Teacher

Purpose of job: To assist in the support and integration of a child with additional needs within Clare House Primary School.

Responsibilities & Duties

A. Supporting the pupil

- To develop an understanding of the specific needs of the child concerned.
- Taking into account the additional needs involved, aiding the child to learn as effectively as possible in group situations and on his/her own by, for example:
 - ◇ clarifying and explaining instructions;
 - ◇ ensuring the child is able to use equipment and materials provided;
 - ◇ motivating and encouraging the child as required;
 - ◇ assisting in weak areas e.g. language, maths, behaviour etc;
 - ◇ helping pupils to concentrate on and finish work set;
 - ◇ meeting behavioural needs as required whilst encouraging independence;
 - ◇ liaising with class teacher and SENCO in devising complementary learning activities;
 - ◇ helping pupil in meeting the objectives outlined in their Individual Education Plans
- To establish a supportive relationship with the child concerned.
- To encourage acceptance and integration of the child with additional educational needs.
- To develop methods of promoting/reinforcing children's self esteem and good behaviour.

B. Supporting the Teacher

- To assist, with class teacher and SENCO (and other professionals as appropriate), in the development of a suitable programme of support for the child with additional needs.
- In conjunction with the class teacher and SENCO and/or other professionals to develop a system of recording children's progress.
- To contribute to the maintenance of children's progress records.
- To participate in the evaluation of the support programme.
- To provide feedback about the child to the teacher and the SENCO.

C. Supporting the school

- To work with colleagues as a member of a team, organised to be effective and efficient in meeting the additional needs of all the children in Clare House Primary School.
- To contribute to reviews of the pupils' progress.
- To attend relevant in-service training.
- To be aware of school procedures and relevant school policies.
- To contribute to the organisation and maintenance of a school class or area in the school.