



## Warton St Paul's Church of England Primary School

Lytham Road  
Warton  
Preston  
Lancashire  
PR4 1AH  
Telephone: 01772 632364

Headteacher: Mrs Laura Dean

# Role Profile

## Teaching Assistant (Level 3) (SEN Specialist)

### Purpose of the role (job statement)

Working alongside a VI specialist teacher, you will support a child on a one to one basis with a hearing impairment. You will support the child's learning and promote their independence in their local environment. Support will also be given to the child to access learning in class, adapting and providing resources as appropriate.

To work with the teacher in a collaborative way, in meeting the personal, social, spiritual and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils.

### Key Responsibilities

#### Support for Pupils:

1. To work collaboratively with the teacher in the planning, development, delivery, and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
2. To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
3. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social, and emotional needs of pupil(s).
4. To assist in the devising of pupil's individual targets and their monitoring and review.
5. To support pupils as part of a planned inclusion programme.
6. To develop positive relationships with pupils and staff to assist pupil progress and attainment.
7. To monitor and record pupil progress on a regular basis and to prepare reports as required.
8. To assist in the specific medical/care needs of pupils when specific training has been undertaken.

#### Support for the Teacher:

1. To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
2. To assist in pupil supervision and the management of pupil behaviour.
3. To undertake classroom administrative tasks including the maintenance of records.
4. To provide ideas, resources and learning strategies for lessons
5. To liaise with parents, carers, and outside agencies, where appropriate.
6. To undertake arrangements for out of school learning activities, for example, pupil work experience.
7. Undertake marking of pupil's work and recording of achievement.
8. Administer tests and assist in the invigilation of exams.
9. Assist in the supervision of children on trips/visits.

**Support for the school:**

1. To assist in providing a purposeful, orderly, and supportive environment for learning.
2. To support the promotion of positive relationships with parents, carers, and outside agencies.
3. To work within school policies and procedures.
4. To attend staff training/meetings as appropriate.
5. To take care for their own and other people's health and safety.
6. To liaise with the school's appropriate person with regard to the ordering supplies and equipment
7. Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.

**Support for the Curriculum:**

1. To be familiar with the content of the school curriculum.
2. To assist in the delivery of appropriate programmes of work.
3. To support the use of ICT in learning activities

**Equal opportunities**

Warton St Paul's is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

Warton St Paul's is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.