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Job description: Special Needs Teaching Assistant Working with an Individual Pupil

Job Purpose

To work with teaching staff to enable access to learning and quality education for a SEN pupil; by supporting behaviour, access to the curriculum and pupil well-being.

Principal accountabilities

The SEN Teaching Assistant's post is complementary to that of the teacher working in partnership to meet the aims of the school. This job profile is a guide to the work that you will be required to undertake. It may be altered to meet changing circumstances and does not form part of a contract of employment.

Support for Pupils

- Assist with the development and implementation of Individual Education Plans
- Ensure targeted child has access to the Curriculum
- Liaise with external bodies for resources etc.
- Supervise and provide support for pupils, ensuring their safety, well-being and access to learning activities
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide information, support and advice to enable pupils to make choices about their own behaviour/learning/attendance
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Challenge and motivate pupils, promote and reinforce self esteem
- Promote positive reinforcement and provide positive feedback in relation to progress and achievement
- Provide support to promote the effective transfer of pupils from EYFS to KS1 to KS2.

Support for Teachers

- Work with the teacher to establish a safe and secure learning environment
- Support pupils' access to learning using appropriate strategies and resources
- Assist with planning, evaluating and adjusting learning activities as appropriate
- Monitor pupils' responses to learning and behaviour targets and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

- Promote good pupil behaviour, encourage pupils to take responsibility for their own behaviour by assisting in the development and implementation of agreed behaviour management strategies
- Establish constructive relationships with parents/carers exchanging information and providing support
- Provide clerical/admin support eg. making phone calls, photocopying, laminating, producing certificates etc.
- Support the transition process through key stages by assisting the teacher to ensure sound routine and practice within the agreed whole school policy.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Support the delivery of local and national learning strategies especially with regard to transition
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare and use specialist equipment, plans and resources to support pupils
- To be involved in whole school discussion regarding curriculum, behaviour and other matters relating to school policy and development as appropriate.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour management, confidentiality and data protection, reporting all concerns to the appropriate agreed person
- Ensure all pupils have equal 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
- Assist with the supervision and support of pupils out of lesson times, at lunchtimes, before and after school and at playtimes
- To support pupils in off site activities which have the agreed risk assessment
- To work within the staff team to support the well being of staff and pupils, ensuring safety for all.

Other Duties

- It may be necessary for other reasonable duties and responsibilities to be undertaken at the request of the Head teacher.