

ST BOTOLPH'S C OF E PRIMARY SCHOOL

SPECIAL NEEDS TEACHING ASSISTANT

JOB DESCRIPTION

Responsible to: The Headteacher, the Inclusion Manager, the Governors of the school and the Local Authority

Salary: KR3

Purpose of Post

To support and assist teaching staff, both in and beyond the classroom, as part of a professional team, contributing to raising standards of pupil achievement and pastoral care. To undertake a range of learning activities under the professional direction and supervision of the Inclusion Manager/teachers, in line with school policy and procedures.

General Professional Duties

To carry out the role of SEN teaching assistant as outlined.

Principle Responsibilities

To perform in accordance with any directions which may be reasonably given by the Head Teacher from time to time, such particular duties with reference to the support for pupils, staff, curriculum & school.

Main Duties

Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Supporting teaching staff or senior colleagues with routine administration, i.e. filing reports, distributing leaflets and reports
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of IEP).

Support for the Pupil

- To provide classroom support or withdrawal of groups as agreed with teaching staff
- To contribute to long term and medium term planning and to plan appropriate activities within short term plans in response to the learning objectives agreed with teaching staff
- To assist in assessment recording and reporting of pupil progress in order to inform the next stage of teaching and learning

- To support teaching staff with the daily preparations and organisation of resources and equipment required to deliver the curriculum
- To assist in the supervision and management of pupils at lunchtimes.
- To attend to pupils who require changes of clothes/cleaning because of soiling etc
- To liaise with parents and other agencies as appropriate regarding the health of pupils and to advise the Headteacher of any concerns that may require further intervention or support.
- Supporting pupils both in and out of the classroom, fostering participation both socially and academically, and encouraging them to become more independent learners
- Supporting and supervising intervention programmes set by teaching staff.
- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.
- Maintaining awareness of pupils' needs and targets.
- Promoting the care and welfare of pupils under the general direction of teaching staff or other members of the support staff, including duties in connection with personal hygiene.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the Base, in mainstream and in the local community.
- Having and applying a higher level of understanding of SEN (particularly ASD), as determined by the SEN Code of Practice.

Support for the School

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required.
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Contributing to preparing reports on pupils as appropriate.
- To support pupils through liaison with parents and other agencies as appropriate, including the provision of reports for review meetings as required
- To support the school team in raising standards by furthering the ethos of inclusion and translating school policy into practice.
- Assist curriculum team leader/subject leaders to achieve points on action plans, be involved in monitoring of teaching and learning of a specific subject and assist in the collection/updating of evidence subject portfolios.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. They must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies. They must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Signed by Post Holder:

Date:

Signed by Head Teacher:

Date: