



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH

TEACHING ASSISTANT WITH ADDITIONAL NEEDS RESPONSIBILITY (SEN)

JOB DESCRIPTION

School: Wentworth Primary School
Grade: Kent Range 4
Responsible to: Line Manager

Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

Key duties and responsibilities:

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451

Email: Headteacher@wentworthonline.co.uk

Website www.wentworthonline.co.uk



6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

Signature of Post holder:

Date: / /

Signature of Headteacher:

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451
 Email: Headteacher@wentworthonline.co.uk
 Website www.wentworthonline.co.uk



Person Specification: Teaching Assistant – Additional Needs –

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	.Level 2 Diploma (or equivalent) Paediatric First Aid qualification would be an advantage.
EXPERIENCE	Previous experience of working with children
SKILLS AND ABILITIES	Numeracy and literacy skills Basic IT Skills Specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc. Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible.
KNOWLEDGE	Requires knowledge and procedures for supporting and leading learning activities Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.



Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451
Email: Headteacher@wentworthonline.co.uk
Website www.wentworthonline.co.uk



Artsmark
Silver Award
Awarded by Arts
Council England





Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451
Email: Headteacher@wentworthonline.co.uk
Website www.wentworthonline.co.uk



Artsmark
Silver Award
Awarded by Arts
Council England

