

Brabourne CE Primary School

JOB DESCRIPTION FOR TEACHING ASSISTANT: SEN 1:1/group Support

Job Title: Teaching Assistant: 1:1/group SEN Support

Main Functions: To assist in promoting the learning and personal development of the pupil/s to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

- 1 To aid the pupil/s to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil/s is/are able to use equipment and materials provided
 - Motivating and encouraging the pupil/s as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to current needs
 - Assisting in weaker areas, e.g. speech and language, reading, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil/s to concentrate and stay on task
 - Liaising with class teacher, SENDCO and other professionals about learning, contributing to the planning and delivery as appropriate
 - Consistently and effectively implementing any agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil/s
 - Contributing positively to the wider group of pupils in the class and the general school ethos
- 2 To establish supportive relationships with the pupil/s concerned
- 3 Assist the teacher in supporting the pupil/s to meet the provision required
- 4 To undertake relevant training in order to support the pupil/s
- 5 To promote the acceptance and inclusion of the pupil/s with SEN, encouraging pupil/s to interact with each other in an appropriate and acceptable manner
- 6 Taking appropriate measures to ensure the safety of the pupil/s with SEN and their well-being
- 7 Monitor responses to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 8 To give positive encouragement, feedback and praise to reinforce and sustain efforts and develop self-reliance and self-esteem.
- 9 To support the pupil/s in developing knowledge and skills both in and out of the Classroom.

- 10 To support the use of ICT in learning activities and with specific programmes to support learning.
- 11 To provide regular feedback on learning behaviours to the teacher/SENDCO, including feedback on the effectiveness of any behaviour strategies adopted
- 12 Under the direction of the teacher, carry out and report on systematic observations to gather evidence of knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- 13 To develop a relationship to foster links between home and school, and to keep the school and parents informed of relevant information
- 14 To contribute towards reviews of the pupil progress as appropriate
- 15 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 16 To be willing to provide playground/break time supervision of the pupils and also provide support on school trips and extra-curricular activities
- 17 To be willing to support where needed, to allow pupils to access all areas of the curriculum eg. swimming etc
- 18 To prepare and maintain an effective learning environment by preparing equipment/materials etc
- 19 To contribute, where required, to meetings with multi agency professionals as well as to in school meetings to jointly plan, problem solve and creatively address pupil needs alongside teaching and other professionals, including progress reviews, target setting and pupil progress meetings.
- 20 To undertake training and attend INSET in accordance with hours worked.
- 21 Abide by and work towards school policies in all aspects of the role
- 22 Prepare and present displays of children's work as required.
- 23 Perform any reasonable duties as requested by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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PERSON SPECIFICATION FOR TEACHING ASSISTANT: SEN 1:1/group Support

Personal Specification (Essential)

- Have good Literacy and Numeracy skills in order to give the correct information to children in the classroom.
- Have clear writing skills
- Be empathetic and have a good working relationship with children.
- Be willing to undertake relevant training for the role
- Be prepared to work with children with barriers to learning or disabilities
- Have a positive approach at all times
- Have excellent communication skills
- Able to develop a good relationship with parents
- Fit into the ethos of the school
- Be able to work under specific instructions from Teacher, Head Teacher and/or Sendco.
- Be willing to help with all tasks including setting out equipment, clearing up and generally supporting the class teacher

Personal Specification (Desirable)

- Experience of working with children within a school setting
- Experience of supporting children in KS2.
- Relevant qualifications in supporting children's learning

Support for the school:

Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Appreciate and support the roles of other professionals.

Set a good example in terms of dress, punctuality and attendance.