

## **Duties and responsibilities Teaching Assistant to work with Specific Children**

To work under the supervision and guidance of the Headteacher, SENCO, and class teacher to assist in the educational and social development of identified children with special education needs.

### **Key accountabilities**

#### **Supporting the child**

- As directed by the class teacher and SENCO, support the child to learn as effectively as possible both in group situations and on their own to enable them to achieve individual learning outcomes. This will be by:
  - clarifying and explaining instructions;
  - assisting and enabling the child to use equipment and materials provided;
  - designing, creating, and modifying learning activities and resources and supporting the child with their use;
  - motivating and encouraging the child;
  - assisting in weaker areas;
  - meeting the child's physical needs as required whilst encouraging independence;
  - using positive feedback, commentary, and assistance to encourage the child to concentrate and stay on task.
- Develop a knowledge and understanding of the specific needs of the child.
- Develop a supportive, caring, and secure relationship with the child.
- Develop methods of reinforcing the child's self-esteem.
- Promote an inclusive learning environment and maintain sensitivity to the child's needs.
- Promote positive behaviour and consistently and effectively implement agreed behaviour management strategies.
- Support the child in all learning environments, including outside, being aware of their's and others' health and safety and encouraging safe interactive play.
- Facilitate interaction with peers, supporting and encouraging the development of social and communication skills.

- **Supporting the Teacher**

- Assist the class teacher and SENCO with the planning, development, and delivery of suitable learning programmes for the child.
- Under the direction of the class teacher, carry out systematic observations to gather evidence of the child's knowledge, understanding and skills.
- Provide regular feedback about the child's progress to the class teacher.
- Attend and contribute to regular review meetings with the class teacher and SENCO.
- Support the class teacher to provide an appropriate learning environment to help the child access the curriculum and all learning opportunities.
- Work with other professionals, including outside agencies and specialist teachers, and follow their individual programmes, as necessary.

- **Supporting the School**

- Support the aims, values and ethos of the school and be aware of school procedures and policies.
- Attend relevant in-service training and participate in professional development opportunities.
- Develop a strong relationship between home and school.
- Liaise, advise, and consult with other members of the team.
- As directed by the Headteacher, SENCO and/or class teacher, participate and supervise the child in off-site activities, PE lessons, playtime, and lunchtime to ensure the continued safety of the child.
- Such other duties as the Headteacher may from time to time require.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.