

## Job Description SEND Teaching Assistant

<b>JOB TITLE:</b>	SEND Teaching Assistant
<b>POST HOLDER:</b>	
<b>RESPONSIBLE TO:</b>	Head Teacher/SENCO
<b>RECEIVES INSTRUCTIONS FROM:</b>	Head Teacher/SENCO
<b>PURPOSE OF JOB:</b>	To assist in the support and inclusion of pupils with special educational needs within the school.
<b>TERM OF CONTRACT:</b>	Fixed term 1 year
<b>HOURS:</b>	21 hours 15 mins per week

### **JOB DUTIES:**

#### *Supporting the pupil*

- To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

This will include:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use necessary equipment
- Motivating and encouraging the pupil/s
- Assisting in areas of specific weakness, such as speech and language or writing tasks
- Helping pupil/s to concentrate on and finish work set
- Attending to pupils' personal and health needs
- Developing appropriate resources to support the pupil/s
- Assisting in the management of pupils' social interactions and behavior.
- To develop an understanding of the specific needs of pupils to be supported.
- To establish a supportive relationship with the pupil/s concerned.
- To establish acceptance and inclusion of the pupil/s in the classroom.
- To manage pupil/s as advised by the SENCo and class teacher.
- To use methods of promoting / reinforcing the pupils' self-esteem.
- To ensure the safety of the pupil/s while in your care.
- To carry out any specific duties as outlined in the pupil/s Provision mapping.

#### *Supporting the SENCo and Class Teacher*

- To assist the SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
- To maintain the SEN team's system of recording and monitoring of pupils' progress.
- To provide feedback about pupils' difficulties and/ or progress to the SENCo and Class teacher.
- To write reports about the pupil/s' progress as requested by the SENCo.
- To participate in the evaluation of the support programme, with the SENCo and class teacher.
- To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum.
- To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the class teacher.



Thankfulness, Compassion, Endurance, Friendship

*Supporting the school*

- Where appropriate, to foster links between home and school.
- To liaise, advise and consult with other members of the SEND team.
- To contribute to Annual Review meetings, as appropriate.
- To participate in relevant professional development.
- To be aware of / follow school policies and procedures.
- To maintain confidentiality about home- school / pupil- teacher/ school work matters.
- To complete any other task as directed by the head teacher.

*Other responsibilities*

- Organise and run the school breakfast club every day, Monday to Friday 7:45 – 8:30am (average number 8 pupils).

Name **(print)** .....  
Signed: ..... Date: .....

**Employee**

Name **(print)** .....  
Signed: ..... Date: .....

**Head Teacher**