

**Kemsing Primary School**

**SEN Teaching Assistant Job Description 2019**

**Purpose of job**

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

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| **Reporting primarily to:** **Class Teacher, with guidance on assisting children with Special Needs from SENCO**  **Reporting ultimately to: Deputy Head and Head Teacher** |

**Key Accountabilities and Tasks**

* To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
* Clarifying and explaining instructions
* Ensuring the pupil is 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 pupil’s needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about provision maps, contributing to the planning and delivery as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil
* To establish supportive relationships with the pupil concerned and to support the pupil in developing social skills both in and out of the Classroom
* Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
* To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
* To be aware of confidential issues linked to home/pupil/teacher/school
* Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
* To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.
* Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
* To provide regular feedback on the pupil’s learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
* To mark pupils’ work under the direction of the class teacher
* To provide individual support, as required, during examination sessions
* To contribute towards reviews of the pupil’s progress as appropriate
* To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 6)
* Where appropriate, to know and apply positive handling techniques
* To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
* To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
* To accompany teacher and pupils on educational visits

**Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher. This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the school.**

Signed ………………………………………….. Signed ………………………………………….. (Head Teacher)

Date ………………………….. Date …………………………..