**The Gateway Primary Academy**

**Job Description**

**SEN Teaching Assistant**

Salary Range: Kent Range 3

Accountable to: The Headteacher

**Main duties and responsibilities**

1. To work closely with the class teacher to provide learning support for an individual within the classroom environment or with small groups.
2. To communicate with the class teacher to understand the learning objective and success criteria for each group/individual session.
3. To observe and monitor the performance of pupils whilst working with them, and provide effective verbal and/or written feedback to the teacher
4. To provide practical support for the class teacher in the preparation and organisation of resources for activities.
5. To assist the teacher in the creation of an effective and stimulating learning environment.
6. To assist in the clearing away of activities to support the teacher in the efficient organisation and management of the classroom.
7. To support the use of ICT in the classroom.
8. To contribute to the management of pupil behaviour through the school behaviour policy.
9. To promote positive behaviour patterns, raise pupil self-esteem and encourage independence in pupils to assist their educational and emotional development.
10. To supervise pupils at playtime on a rota basis and provide basic first aid cover
11. To develop and maintain effective working relationships with other professionals in the school.
12. To develop own professional practice through participation in in-service training, including attending occasional staff meetings where appropriate
13. Such other duties as requested by the Headteacher or class teacher from time to time.