**SEN Teaching Assistant Job Description**

**Line Managed by:** Inclusion Manager

**Performance Management Leader**: Inclusion Manager / Senior Staff member

**Hours:** 8.30 – 3.30, Term Time only (190 days)

**Pay Grade:** VIAT 2

**Purpose of the Job:**

To deliver interventions and provision for pupils with SEN, under the guidance of the Inclusion Manager.

**Key duties and responsibilities:**

* To work with the Inclusion Manger to deliver high quality, specific provision for pupils with SEN.
* To liaise with the class teacher regarding the progress of the pupil.
* To contribute to the formation of individual pupil provision plans.
* To keep records of pupils’ progress.
* With support, prepare resources for targeted provisions.
* Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* To attend appropriate training opportunities
* To attend off site visits where appropriate
* To contribute to outreach opportunities (ie people visiting and observing)
* To undertake break/lunch duties where appropriate to support the pupils who may find these times challenging.
* Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue
* To follow whole school procedures with regards to the welfare and safeguarding of pupils.
* On occasion, to cover the absence of a colleague who might work in a 1:1 situation with a child.

**Additional Expectations:**

* To be a role model for the children by demonstrating our Core Values at all times.
* To access planning shared by the teacher and seek clarification if unsure.
* To access school emails and keep abreast of what is happening in school.
* To support the wider school curriculum / activities.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical skills.OR – have been employed at East Borough until now in a TA role. |
| **EXPERIENCE** | Previous experienced of working with children in a school or nursery setting |
| **SKILLS AND ABILITIES** | Numeracy and literacy skillsBasic IT skillsHave the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.The ability to encourage pupils to interact with others and be socially responsible |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentialityKnowledge of a range of strategies to support children in the classroom with behaviour for learning / differentiation. |