

## JOB DESCRIPTION – SEN Teaching Assistant

<b>Post Title:</b>	Teaching Assistant (1:1 SEN Support)
<b>Scale:</b>	Band - D
<b>Responsible to:</b>	Head of School, working under the guidance of KS2 Phase Leader, SENDCo and Teaching staff.
<b>Working hours /pattern/term:</b>	Temporary – one year 27.5 hours per/week. Term-time only (for the duration the pupil is on roll at our school).
<b>Post Purpose:</b>	To work under the guidance of Teaching staff to implement agreed work programmes with SEN child / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle.

### Main Duties and Responsibilities

#### Support for pupils

- Use specialist (Curricular / Learning) skills / training / experience to support SEN child/ren.
- Assist with the development and implementation of individual Education Plans (ILP's) and EHCP's Education and Health Care Plans).
- Establish productive working relationships with pupils, acting as a role model and setting high expectations in line with school policy.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.

#### High Greave Schools

##### An Academy within Learners' Trust

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#### Registered office address:

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Eckington, Sheffield  
S21 4DA



- Provide feedback to pupils in relation to progress and achievement.

### **Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in evaluating and adjusting lesson / work plans as appropriate for specific pupil(s).
- Monitor pupils' responses to learning activities and accurately record achievements / progress as directed.
- Provide objective and accurate feedback to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems / records as requested.
- Undertake marking of pupils' work and accurately record achievement / progress in line with school policy.
- Promote positive values, attitudes and good pupil behaviour in line with the school's Learner code.
- Establish effective relationships with parents/carers as agreed with the class teacher within your roles and responsibilities.

### **Support for the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses and needs.
- Implement local and national learning strategies, e.g, English, Maths, KS2, make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings, training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as

appropriate.

- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

**The postholder is required to:**

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies in relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998. It is expected that all staff keep up to date with current policies.
- To play a full part in the life of the school community and support its ethos.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.