

JOB DESCRIPTION FOR TEACHING ASSISTANT: SEND Support

Job Title: Teaching Assistant: 1:1 / SMALLGROUP SEND Support

Line Manager: SENCO

Responsible to: Head Teacher

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

1. To aid the pupil/s to learn as effectively as possible both in group situations and on his/her/their own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil/s is/are 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 pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
 - Following agreed programmes and learning support packages
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), 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
2. To establish supportive relationships with the pupil/s concerned
3. promote the acceptance and inclusion of the pupil/s with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil/s efforts and develop self-reliance and self-esteem.
6. To mark their work under the direction of the class teacher
7. To support the pupil/s in developing social skills both in and out of the Classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning.

9. 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
10. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
11. Where appropriate, to know and apply positive handling techniques
12. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
13. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
14. To be aware of confidential issues linked to home/pupil/teacher/school
15. To contribute towards reviews of the pupil/s progress as appropriate
16. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
17. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
18. To be willing to support playground/break time supervision e.g. educational games,
19. To accompany teacher and pupils on educational visits
20. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT/DH/SENCO)

Date.....