

Job Description

Role: Special Needs Teaching Assistant

Purpose of the Role

To work under the instruction of the Inclusion leader to support the delivery of quality learning and teaching of pupils with special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties and those who exhibit some challenging behaviour. To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher; To encourage the participation of pupils in the social and academic processes of the school and enable pupils to become more independent learners. To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Key Responsibilities

- Work collaboratively with teachers and other professional agencies to provide effective support for learning activities
- Awareness of and work within school policies and procedures
- To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Provide support to pupils who have communication difficulties
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support children's' learning through play and planned learning activities
- Prepare and present displays
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures
- Assist in the development of pupil support plans (such as EHC)
- Support the work of volunteers and other teaching assistants in the classroom
- Undertake pupil record keeping and maintenance of records as requested
- Assist with the supervision of pupils at break times, lunchtimes
- Provide cover to supervise a small group on an unexpected non-timetabled basis only
- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher
- Maintain of a clean, safe and tidy learning environment
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team
- Appreciate and support the role of other professionals
- To attend morning briefings, staff meetings and parents' evenings as required
- Participate in training and other learning activities and performance development as required to meet individual pupil needs
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

Responsible to:

Inclusion manager, senior leadership team