

St John the Evangelist CE (VA) Primary School

Job Description: SEN Teaching Assistant

Responsible to: Foundation Stage Senior Leader

Overall Job Purpose:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children. Work may be carried out in the classroom, or outside the main teaching area.

Specific Requirements:

The successful candidate will be expected to:

- Support the integration of the child in school
- Provide the child with the necessary help and support required for him to:
 - access a bespoke curriculum
 - manage their learning and behaviour
 - to participate in classroom and school activities;
- Provide pastoral, social and personal care for the child
- Provide supervision and care during break times, including lunch
- Meet, plan and prepare activities for the child with his teacher and other agencies
- Attend training to develop an understand of the needs of the child and your role in relation to these
- Give feedback to colleagues as appropriate and attend review meetings
- In addition:
- Assist classroom teachers as directed/necessary, perhaps by taking small groups of children out of class for help with their work, or helping children in the classroom alongside the teacher;
- Help the teacher with simple practical and administrative tasks.

General Duties:

Support for Children

- Provide support for a child(ren) with special education needs ensuring their safety and access to learning activities one to one and small groups
- Assist with the development and implementation of Individual Education Plans and Behaviour Plans
- Establish constructive relationships with children and interact with them according to individual needs
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment
- Use strategies, in liaison with the teacher, to support children to achieve learning goals

- Monitor children's responses to learning activities and accurately record achievement/progress as directed
- Provide regular feedback to teachers on children's achievements
- Promote good behaviour in children, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to children's responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, first aid, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtime as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Safeguarding

St John the Evangelist CE (VA) Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding of children is everyone's responsibility and our approach is always child-centred, ensuring we consider at all times what is in the best interest of the child.

- Build and maintain a positive and safe learning environment for all pupils which complies with current legal requirements for safeguarding and well-being of children
- Adhere to the statutory guidance Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children
- Work within the schools safeguarding policies and procedures at all times
- Be prepared to identify children who may benefit from Early Help and liaise with colleagues to secure support for children and families
- To ensure concerns regarding a child's welfare are referred to the Designated Safeguarding Lead within the school, following school procedures
- Share information with relevant colleagues and external professionals in the best interests of the child
- Undertake appropriate safeguarding training at least annually and specific training as required

In accordance with the Health and Safety Act at Work take reasonable care for your health and safety and for that of your colleagues and children in your care.