

**Job Description: TEACHING ASSISTANT – SPECIAL NEEDS** (Grade 4)

Teaching Assistants are responsible, under the direction of the class teacher or Special Educational Needs Co-ordinator, to the Headteacher in all aspects of school life.

The job description will be reviewed at least annually and changes will be subject to consultation.

**MAIN DUTIES**

To work under the instruction and guidance of teaching staff, to undertake work, care, and support programmes, to enable access to learning for pupils.

To assist the class teacher or SENCo in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Support for Pupils:**

* Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
* Support pupils on a 1:1 basis
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

**Support for Teachers**

* Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans.
* Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals.
* Assist with the planning of learning activities.
* Monitor the pupil’s responses to learning activities and accurately record achievement / progress as directed.
* Provide detailed and regular feedback to teachers on the pupil’s achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents / carers.
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work.
* Provide clerical / admin. support e.g., photocopying.

**Support for Curriculum**

* + Support pupils to understand instructions
  + Support pupils in respect of local and national learning strategies e.g. literacy, numeracy frame work, early years foundation stage, as directed by the teacher
  + Support pupils in using basic ICT as directed
  + Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

**Support for School**

* + Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
  + Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
  + Contribute to the overall ethos/work/aims of the school
  + Appreciate and support the role of other professionals
  + Attend 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 before and after school and at lunchtimes
  + Accompany teaching staff and pupils on visits, trips and out of school activities as required

**General Responsibilities**

Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies, including taking responsibility for raising concerns with an appropriate manager.