

Job Description – SEN Teaching Assistant Level 2

Evaluated against NCC Job No. 1484

Grade E, Point 4-5

Responsible to: The Head Teacher and/or other nominated teacher

JOB PURPOSE

1. Under the direction of the Headteacher and class teacher, to work as a member of a team to:
 - Promote the involvement of pupils in the social and academic processes of the school
 - Enable pupils to become more independent learners
 - Help to raise standards of achievement for all pupils
2. To provide general care and welfare to all pupils

Physical effort and/or strain is regularly used through the normal working pattern when helping to move pupils, using mobility equipment such as wheelchairs and/or hoists.

PRINCIPLE ACCOUNTABILITIES

Personal and Welfare Care

1. Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes including toileting, physiotherapy strategies, hygiene and feeding/meal times, to help with development of social skills and to ensure that the school's health, safety and behaviour policies are maintained.
2. Carry out medical procedures (eg catheterisation and gastrostomy feeding) in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with school practices and policies.
3. Deal with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
4. To care for a sick or injured child referring them, when necessary, to the School Nurse and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.

Supporting pupils in the learning environment

1. Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils. This includes PE sessions and hydrotherapy sessions. During hydrotherapy sessions teaching assistants support the pupils in the water.
2. Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum.
3. Assist with the supervision of pupils and planning of activities out of lesson times, such as lunchtime to encourage structured and positive play and before and after school during transition to and from transport.
4. Assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment.
5. Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.
6. Observe/use awareness of behaviour, knowledge of different behaviour management and communication strategies and adapt existing strategies/methods as necessary to deal with disruption by pupils in class.
7. Where required and suitably trained use appropriate physical restraint techniques in accordance with relevant policies and procedures.
8. Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

Clerical and other support

1. Provide clerical and other support such as photocopying, typing, filing, money, administering classwork).
2. Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet delivery requirements.
3. Administer routine tests and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.
4. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum.
5. Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of pupils and the curriculum.
6. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.
7. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Professional/Development

1. Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
2. Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.
3. Undertake annual personal continued professional development in line with School Improvement targets to ensure skills and expertise are kept up to date.