



# Southcott Lower School



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Teaching Assistant (SEND)
<b>REPORTS TO:</b>	Members of the Senior Leadership Team
<b>SALARY RANGE:</b>	NJC Band 2A (point range 3-4)
<b>JOB PURPOSE:</b>	Under the instruction and guidance of teaching staff/managers, to undertake educational and play activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

## MAIN RESPONSIBILITIES

### Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's needs.
2. Under agreed school procedures, to give first aid/medicine where necessary.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the classroom teacher.
5. To support the pupil at lunchtime both in the dining hall and in the playground, providing the opportunity for the pupil to develop social and play skills as well as promoting inclusion

### Support for Teachers

1. Within the overall plan set by the classroom teacher, to assist in devising and extending educational activities in preparation of the curriculum. This will include contributing to the development and implementation of SEND Support Plans (SSPs).
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, as required, bearing in mind the efficient use of school resources (including, for example, photocopying and arranging displays of work).
4. To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

### Support for the Curriculum

1. To support the teaching of literacy, numeracy and other specific curriculum areas as required and as agreed with the Headteacher.

### Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the classroom teacher, the Special Educational Needs Coordinator (SENDCo) and other teaching assistants, working at all times within school policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.

### General

1. Attend staff meetings, participate in performance management arrangements and undertake training and development activities.
2. Follow the school's guidelines, policies and procedures at all times particularly in relation to safeguarding and health and safety.
3. Attend all essential training courses as determined by the Headteacher e.g. safeguarding.
4. Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. Undertake any other duties of a similar nature and level, as directed by the Headteacher.