

JOB DESCRIPTION

JOB TITLE: Teaching Assistant SEN

LOCATION: Silsoe VC Lower School, Chestnut Avenue, Silsoe, Bedford,
MK45 4GP

RESPONSIBLE TO: Head of Inclusion

JOB PURPOSE: Under the direction of teaching staff/managers, to undertake educational activities. Attend to the educational, personal and social needs of pupils in order to support their learning and development and ensure their safety.

Main duties and responsibilities:

Support for Pupils

1. Under the guidance of the class teacher to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To attend to the educational, personal and social needs of pupils and other requirements depending on the pupil's needs, and, wherever possible, make these part of the learning experience. This may include toileting, other hygiene needs and help with dressing or physical intervention.
3. Under agreed school procedures, to give first aid /medicine where necessary; assist with programmes of special care such as behaviour management, emotional literacy, and speech therapy under the direction of the appropriate specialist.
4. To promote and support the inclusion of all pupils in their learning activities in which they are involved.
5. Whilst there may be a specific requirement to support a named pupil or pupils with an Education Health Care Plan, support to other pupils may be required, at the direction of the Head Teacher.
6. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator and Head of Inclusion.
7. To assist with supervision of pupils during outdoor activities during lunchtime and playtimes.

Support for Teachers

1. Within the overall plan set by the class teacher, to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual provision plans (IPP's) and positive handling plans.
2. Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils and, on occasion, to the whole class.
3. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
4. To effectively prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio / visual and ICT equipment, bearing in mind the efficient use of school resources. (This may include photocopying, arranging displays of work etc.).
5. To assist in maintaining classroom discipline by working with individual 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

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas / specialisms, as required and agreed with the Head Teacher.

Support for the SEMH provision

1. To work collaboratively with colleagues as part of a professional team, within the provision and other mainstream classes where appropriate, working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for the other support staff where necessary and as directed by the Head Teacher.
3. To attend staff meetings and daily supervision meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Head Teacher / Head of Inclusion.

6. To support children from the provision in mainstream classes in accordance with the class teacher's direction.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To be aware of and follow school policies and procedures.
3. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Class Teacher/Headteacher.
4. To attend staff meetings when required, participate in performance management arrangements and undertake training and development activities.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential or sensitive information.
6. To actively promote and support the safeguarding of children and young people in the setting, ensuring that school safeguarding policies and procedures are observed at all times.
7. To be aware of safeguarding issues, reporting where necessary to the designated safeguarding lead.
8. To be aware of and respond to the Prevent Strategy.
9. To undertake tasks of a similar nature and level, as directed by the Class teacher/Headteacher.