**ST JAMES Infant School**





**TEACHING ASSISTANT SEN**

**JOB DESCRIPTION**

**Job Title**: Teaching Assistant SEN

**Job Purpose:**

* To provide specialist skills and knowledge, in the area of SEN.
* To plan, resource, deliver, monitor and review progress for children on individual or group programmes.
* To help children learn to understand their emotions and respect the feelings of those around them.
* To establish positive relationships with pupils and adults.
* To work in collaboration with the class teacher to ensure all needs of the child are met.

**Duties:**

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time, without changing the level of responsibility associated with the post.

**Principle Responsibilities:** The Teaching Assistant will:

* Work from the advice of outside agencies, e.g.Speech Therapists to teach a programme of support for children.
* Work independently to deliver support sessions, monitor and evaluate the progress made.
* Work with the class teacher to support the teaching and learning of the wider curriculum.
* Develop the speaking skills and understanding of English for children with English as an additional language (EAL).
* Keep notes on progress and concerns of children.
* Liaise with the SENDCo and the Well-being team regarding the progress and future needs of the children.
* Follow the recommendations made in a child’s EHCP.

Other Professional Duties: The Teaching Assistant will:

* Maintain the positive ethos and core values of the school, both inside and outside the classroom, acting as a role model and setting high expectations.
* Establish good relationships with children, colleagues and parents.
* Communicate and co-operate with teachers and representatives from outside agencies.
* Participate in training and other learning activities as required.
* Attend and participate in relevant meetings, as required.
* Provide positive and supportive feedback to pupils, motivating and encouraging pupils.
* To be proactive in matters relating to health and safety.
* To set a good example in terms of dress, punctuality and attendance.
* Be aware and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.

Agreement

It is expected that the job description will be reviewed as part of our Appraisal process and may be amended by mutual agreement between the post holder and the Head Teacher.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Teaching Assistant)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Head teacher)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_