

Job Description

Job title	Learning Coach (Teaching Assistant) (SEN)
Reports to	Class Teacher
Grade	Level 1 or 2 depending on experience
Hours	Various

Job Purpose

Provide learning and care support for pupils with special educational needs (SEN); work with class teacher(s) to plan and deliver activities; support pupils with routines, transitions and behaviour management.

Principal Accountabilities

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Adapt communication style to respond to pupils according to their individual needs.

2. Support for the curriculum

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with SEN, delivering activities inside or outside of the classroom.
- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment.
- Supervise a class if the teacher is temporarily unavailable.

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.

- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings as required
- Participate in and support the professional development of other teaching assistants as required.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Assist in facilitating school events, e.g. school plays, events.

5. Health and Safety Responsibilities

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

6. Other Duties

To undertake additional duties as required, commensurate with the level of the job.