



## **Job Description: Special Needs Teaching Assistant**

Job Title: Special Needs Teaching Assistant

Accountable to: SENCo & Class Teacher

### **PURPOSE OF JOB:**

To complement and support the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve:

- Delivering interventions to a small group of SEND pupils
- In the absence of the named SEND pupil(s) requiring support, provide TA support as required to other individuals and small groups.
- Liaison with teachers to prepare and deliver appropriate learning activities for SEND pupils, monitoring, assessing, recording and reporting on the pupil's achievement, progress and development. Work may be carried out in the classroom or outside the main teaching area.

### **1. Support for Pupils**

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and wellbeing of the pupils at all times
- To meet the educational needs of the pupils whilst encouraging independence wherever possible
- To develop an understanding of pupil's specific learning profiles in order to help them learn as effectively as possible
- To focus on individual pupils to ensure their needs are being met within the group
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupil/s during lunchtime and on outings and visits

### **2. Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with the class teacher in delivering SEND arrangements and Individual Targets
- To set out, prepare, and use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying
- To work within established disciplinary policy to anticipate and manage behavior constructively, promoting self-control and independence

### **3. Support for the School**

- To record pupils' progress, reporting this to the class teacher
- To attend appropriate staff meetings as required
- To assist with the general supervision of pupils during break times when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues

- To treat all information relating to a pupil as strictly confidential, and refer all enquiries to the Headteacher
- To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

#### **4. Support for the Curriculum**

- To prepare and undertake specific activities to support pupils in a variety of settings and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors, as requested.

#### **5. General**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

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