

Teaching Assistant (SEN) Level 3 – Job Description

To work under the direct instruction of teaching staff. Provide specific support to children with Special Educational Needs. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following, in the context of children with Special Educational Needs:

Support to Pupils

- Contribute to the writing of and implementation of Individual Education/Behaviour/Support/Mentoring plans
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Provide pastoral support to pupils within the school environment, including supporting our “Expectations and Attitudes” guidelines.
- Support children with behaviour needs which may manifest themselves as a result of their Special Educational Needs
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Provide structured support in accordance with specific work programmes designed teachers/ SENCo.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Provide support to pupils to achieve learning goals and targets
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed.
- support pupils attending extra curricular activities/work experience or other out of school activities .
- Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.
- To cover classes as required Support to Curriculum • To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To run after school clubs in accordance with school policy.