

JOB DESCRIPTION FOR 1:1 TEACHING ASSISTANT

JOB TITLE: SEN Teaching Assistant 1:1 support

POST HOLDER:

RESPONSIBLE TO: HEAD TEACHER

RECEIVES INSTRUCTIONS FROM: SENCO / Class Teacher

PURPOSE OF JOB: To assist in the support and inclusion of a pupil/s with special educational needs within the school

TERM OF CONTRACT: Fixed Term

Hours: 30 hours a week – 39 weeks per annum

START DATE:

The following is an outline of the range of duties that can be expected of SEN Teaching Assistants. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level or responsibility entailed. It may be altered to meet individual roles and responsibilities

JOB DUTIES:

A. Supporting the pupil

1. To develop an understanding of the specific needs of the pupil to be supported
2. To promote independence in a safe and secure environment
3. To aid the pupil to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

For example:

- • Clarifying and explaining instructions
- • Ensuring the pupil is able to use necessary equipment
- • Motivating and encouraging the pupil/s
- • Helping pupil/s to concentrate on and finish work set
- • Supporting social and emotional development
- • Developing appropriate resources to support the pupil/s
- • Assisting in the management of pupils' social interactions and behaviour

B Supporting the class teacher and SENCO

- • To carry out a programme of support as directed by the class teacher either within the classroom or in a withdrawal situation
- • To maintain a system of recording and monitoring of pupils' progress
- • To provide feedback about pupils' difficulties and/ or progress to the Class Teacher
- • To participate in the evaluation of the support programme, with the class teacher and SENCO
- • To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
- • To report any problems or incidents to the class teacher and/or SENCO

C Supporting the school

- • To foster links between home and school
- • To contribute to Annual Review meetings, as appropriate
- • To participate in relevant professional development
- • To be aware of / follow school policies and procedures including safeguarding and behaviour policies
- • To maintain confidentiality about home- school / pupil- teacher/ school matters
- • To complete other tasks as directed by the Head Teacher.

D. Commitment to Safeguarding Children

- • To ensure awareness of school policy and procedures for Child Protection and to undertake safeguarding training
- • To become aware of the signs and symptoms of abuse by attending relevant courses.
- • To report all causes for concern to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- • To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- • To carry out risk assessments in consultation with the teaching staff prior to activities.
- • To promote learning opportunities that raise pupil awareness of how to keep safe.

Other

- To take part in annual performance review
- Keep up to date with best practice in supporting academic and social development and to take responsibility for own professional development

Signed **Headteacher**

Signed **Employee**

Date

Other

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- Keep up to date with best practice in supporting academic and social development and to take responsibility for own professional development

Signed **Headteacher**

Signed **Employee**

Date