

LONG FURLONG PRIMARY SCHOOL
JOB DESCRIPTION
SEND TEACHING ASSISTANT

Role: Teaching Assistant

Responsible to: SENDCo/Class teacher

Your overall responsibilities are:

- Assisting class teachers in ensuring that a high standard of education is achieved in the class(es) in which you work
- Carrying out duties within your capabilities to assist with the smooth running of the school
- Working with individual pupils identified as needing additional support
- As an employee under the Health and Safety Act, ensuring as far as is reasonably possible the health and safety of yourself and those around you, and assisting with the establishment's compliance with Health and Safety Legislation.

Safeguarding and Promoting the Welfare of Pupils

- Help to provide a safe environment in which children can learn, and foster a school environment in which pupils are able to share concerns with trusted adults
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm
- Take appropriate action to record and report safeguarding concerns to the Designated Safeguarding Lead

Your duties regarding working with a pupil on the special educational needs register will involve:

- Aiding the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Motivating and encouraging the pupil by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with the class teacher, SENDCo and other professionals about Pupil Profile/Education Health and Care Plans, contributing to the planning and delivery as appropriate
 - Providing additional nurture when requested by the class teacher or SENDCo
 - Consistently and effectively implementing agreed behaviour management strategies
- Establishing a supportive relationship with the pupil concerned
- Knowing and applying positive handling techniques, for which training will be provided if needed
- Promoting the acceptance and inclusion of the pupil, encouraging other pupils to interact with him/her in an appropriate and acceptable manner
- Monitoring the pupil's response to the learning activities and, where appropriate, modifying or adapting the activities as agreed with the teacher to achieve the intended learning outcomes
- Giving positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self esteem
- Supporting the pupil in developing social and behaviour skills both in and out of the classroom

- Providing regular feedback on the pupil's learning and behaviour to the class teacher/SENDCo, including feedback on the effectiveness of the behaviour strategies adopted
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness, and support group and individual performance
- Fostering links between home and school, and keeping the school informed of relevant information
- Contributing towards reviews of the pupil's progress, as appropriate

To achieve these duties you are required to undertake the following:

- Ensure that the aims and ethos of the school are met
- Foster good relations with all staff
- Implement the school's approved policies

Your duties regarding assisting the class teacher(s) will include:

- Working with groups of pupils under the overall guidance of the teacher
- Preparing, clearing up and tidying away materials and equipment
- Mounting and displaying children's work
- Assisting with the pastoral care of the children
- Assisting with the physical care of the children e.g. toilet accidents, tying shoelaces, etc
- Assisting with record-keeping and assessment tasks, sorting work samples, etc

Your duties regarding assisting with the smooth running of the school may include:

- Light domestic duties, e.g. tea and coffee making
- Clerical duties, e.g. photocopying
- Playground duties/lunch supervision duties

Development & Training

- Participate in training and other learning activities and performance development, as agreed with the Headteacher

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Signature:.....

Name:.....

Date:.....

SENCo's signature:.....

Date:.....