

SEND Teaching Assistant Vacancy
Fixed Term contract until July 2018 attached to a child with an EHCP
18 hours per week
F grade

Job description – SEND Teaching Assistant

JOB PURPOSE:

- To enhance the learning of pupils who have a wide range of learning needs
- To support pupils with their Social, Emotional, Mental Health needs
- To provide provision and intervention to support pupils to manage their feelings, emotions, confidence and social skills
- To support pupils to develop their physical needs
- To support the class teacher and the SENco in writing, delivering and evaluating My Plans and EHCP's and attend meetings
- To support the teacher and other teaching staff in:
 - a) enabling pupils to participate fully in the curriculum and general life of the school
 - b) encouraging pupils to focus and concentrate on learning
 - c) enabling pupils to gain independence
 - d) help to plan and adapt the teacher's lessons to meet the needs of individual pupils
 - e) creating and adapting resources for individual needs

DUTIES AND RESPONSIBILITIES

Support for the pupils:

- Central to the whole principle of inclusion, to support pupils who have special educational needs, particularly pupils with SEMH needs, so that they can access the curriculum, at times approaching the curriculum in a flexible way
- To encourage pupils to work independently
- To motivate, praise and encourage pupils; provide immediate and relevant feedback
- To support the pupils in areas they need to develop eg. phonics, basic literacy, numeracy, fine motor control and behaviour
- To clarify and explain instructions
- To follow advice given by outside professionals
- To support language and communication needs of the child
- To help pupils to concentrate on and complete work set
- To help pupils achieve the targets on their My Plans/EHCP's
- To develop appropriate resources to support pupils
- To establish a supportive relationship with the designated pupils
- To encourage acceptance and inclusion of pupils with special needs

Support for the teachers:

- To develop a mutually supportive relationship with relevant teaching staff and assist with the development of a suitable programme of support
- To help pupils gain access to the curriculum by further differentiation of instructions and resources
- To assist by discreetly prompting pupils to stay 'on task', and modelling good behaviour
- To assist with monitoring and developing My Plans/ EHCP's
- To develop and maintain a system of recording each pupil's achievement
- To provide regular feedback, in written or oral form, about pupils to the teacher

Support for the curriculum:

- To support the delivery of all subjects in the National Curriculum
- To work on a one to one basis and small groups to deliver aspects of the curriculum, as planned by the teacher
- To identify and record learning and achievements made by pupils

Support for the school:

- To be aware of and support the school policies, procedures and ethos
- To work as part of a professional, flexible and supportive team to further the ethos of the school
- To regularly attend relevant meetings to develop and disseminate good practice
- Where appropriate, to foster links between home and school; school and other institutions
- To contribute to reviews of pupils' progress, as appropriate
- To attend relevant in-service training
- To respect the confidentiality of issues linked to home/pupil/teacher/school

Key accountabilities for TAs may include some of the following:

- To work with pupils who have EHCP's/My Plans
- To be one of the main key support workers for a group of pupils/individual pupil with special needs; to maintain and help monitor their My Plans and progress; to foster links with home, where appropriate
- To supervise and support lessons for small groups/individual pupils with special needs
- To attend Annual Reviews/Multi -agency meetings, where appropriate
- To ensure that pupils take medication; to assist pupils with physical difficulties if needed