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| Job Description |
| **Post Title:** TeachingAssistant - SEND   **Grade:** Scale 3**Directorate:** Children & Young People **Service**: Schools**Responsible to:** Headteacher **Contract**: Temporary**Responsible for:** No responsibility for staff |
| **Main purpose of the job:** * To provide support to teaching staff in an appropriate learning environment
* Assisting with the integration of pupils with special educational needs
* Supporting children within a small group or on an individual basis within the classroom or in the outdoor environment
* To be an integral part of the school, working in close partnership with all staff

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| **Major Duties and Responsibilities:** * To support, assist & supervise children in or outside classes under the direction of the teacher
* To participate in the planning process as directed by the teacher
* To provide assistance in the development of learning resources within the school
* To provide support for children with a range of Special Educational Needs & Disabilities
* To provide support as necessary e.g. One page profiles, IEPs, IBPs.
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| **Job Activities**Planning * To contribute effectively to the planning and preparation of lessons
* As directed by the teacher, to deliver their role in lessons, including providing feedback to pupils, colleagues and parents on pupil learning & behaviour
* To contribute to the selection & preparation of teaching resources that meet the diversity of pupils’ needs and interests

Monitoring & Assessment* To support teachers in evaluating pupils’ progress through a range of assessment activities
* To monitor pupils’ responses to learning tasks and modify their approach accordingly
* To monitor pupils’ participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn
* To contribute to records of pupils’ progress, e.g. observations of learning
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| Teaching & Learning Activities* Using clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning through intervention programmes
* To communicate effectively and sensitively with pupils to support their learning
* To promote and support the inclusion of all pupils in learning activities
* To use behaviour management strategies, in line with the school’s behaviour management policy and procedures, to contribute to a purposeful learning environment
* To advance pupils’ learning in a range of classroom settings, including working with small groups and individual children
* To share good practice, with other adults supporting teaching and learning in the classroom
* To recognise and respond effectively to equal opportunity issues as they arise, including challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures
* To organise and manage safely the learning activities, physical teaching space and resources for which they have responsibility.

General Duties* To assist in the planning, recording and implementation of records.
* To assist in the delivery of intervention, support or integration programmes as required.
* To prepare, care for and store resources
* To assist with supervision during break, lunchtime and educational visits
* To attend to sick children, including changing soiled clothing and maintaining hygiene standards
* To provide support for children with physical needs, e.g. assisting with moving around the classroom and school, assistance with feeding, assistance with changing for PE, assisting with safe use of classroom equipment

Standards and Quality Assurance* To support the aims and ethos of the school
* To set a good example in terms of dress, punctuality and attendance
* To attend staff meetings and INSET days as required
* To undertake professional duties as may be reasonably assigned by the Headteacher
* To be proactive in matters relating to health and safety
* To engage in a programme of professional development that will be supportive in the effective discharge of all duties
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| **Signed by: Post holder:** **Line manager: Date:** |