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| C:\Users\joanne.grimsditch\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\48C02C4E.tmp   **Job Description** | |
| **Job Title:** SEN Teaching Assistant with Midday Duties | **Salary Grade:**  2 for Teaching Assistant post and Grade 1 for Midday Assistant post |
| **Post Reports to:**Headteacher | |
| **Main Purpose of the Job:**     To provide support to teaching staff and child with additional medical needs | |
| Summary of Responsibilities and Personal Duties    Major Duties and Responsibilities :     1. To work under the guidance of teaching / senior staff to implement agreed work programmes 2. To assist the teacher in the planning cycle and the management & preparation of resources 3. To provide support for teaching staff across the school in an appropriate learning environment 4. To assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis 5. To be an integral part of the school, working in close partnership with all staff     Job Activities:    Planning     1. To assist with the development and implementation of Individual Education Plans 2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate     Monitoring and Assessment     1. To provide feedback to pupils in relation to progress and achievement 2. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives 3. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested 4. To undertake marking of pupils’ work and accurately record achievement/progress 5. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed     Teaching and Learning     1. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs 2. To implement the National Curriculum, early years framework and make effective use of opportunities provided by other learning activities to support the development of relevant skills 3. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use 4. To help pupils to access learning activities through specialist support 5. To administer and assess routine tests and invigilate exams/tests             General     1. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities 2. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop 3. To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.     The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade. | |

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.