

**Teaching Assistant SEN**

**Job Description**

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| **Post** | Teaching Assistant |
| **Grade** | 3 |
| **Responsible To** | Head Teacher(SENDCO)/Senior Management |
| **Job Purpose** | To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and play activities and to help raise standards of achievement for all pupils in the nursery environment.  To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.  To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. |

**Duties and Responsibilities**

Support for Pupils, Teachers and the Curriculum

• Work in partnership with teachers and other professional agencies to provide

effective support with learning and play activities;

• Awareness of and work within school policies and procedures;

• Support pupils to understand instructions, support independent learning and play to

promote the inclusion of all pupils;

• Implement and contribute to planned learning and play activities/teaching programmes as

agreed with the teacher, adjusting activities according to pupils’ responses as

appropriate;

• Participate in planning and evaluation of learning and play activities with the teacher, providing feedback to the teacher on pupil progress;

• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;

• Support the teacher in behaviour management and keeping pupils on task based on

the expectations for individual pupils;

• Under the guidance of a teacher monitor, assess and record pupil progress/activities;

• Support learning by arranging/providing resources for lessons/activities under the

direction of the teacher and in line with health and safety requirements;

• Support pupils in their social development and their emotional well-being, reporting

problems to the teacher as appropriate;

• Support pupils with SEND needs as appropriate;

• Share information about pupils with other staff, parents / carers, internal and external

agencies, as appropriate and in line with school policies and procedures;

• Contribute to pupils plans and reports;

• Support the work of volunteers and other teaching assistants in the classroom;

• Support the use of ICT in the curriculum;

• Undertake pupil record keeping and maintenance of records as requested;

• Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only;

• Assist in escorting and supervising pupils on educational visits and out of school

activities;

• Select, prepare and clear away classroom materials and learning areas ensuring thy are available for use, including developing and presenting displays;

• Maintain a clean, safe and tidy learning environment;

• Support children’s learning through play and planned learning activities;

• May be asked to administer medications subject to agreement and in line with school

policy;

• Assist pupils with eating, dressing and hygiene, as required, whilst encouraging

independence;

• Provide basic first aid, if appropriate, ensuring timely referral to the health service in

emergency situations;

• Monitor and manage stock and supplies for the classroom.

• Provide support to pupils who have communication difficulties also where English is

an additional language;

Support for the School

• Be aware of and comply with policies and procedures relating to safeguarding/child

protection, confidentiality and data protection, reporting all concerns to an

appropriate person;

• Show a duty of care to pupils and staff and take appropriate action to comply with

health and safety requirements at all times;

• Be aware of and support difference and ensure that all pupils have access to

opportunities to learn and develop;

• Contribute to the overall ethos, work and aims of the school;

• Maintain good relationships with colleagues and work together as a team.

• Appreciate and support the role of other professionals;

• Attend relevant meetings as required;

• Participate in training and other learning activities and performance development as

required;

• Demonstrate and promote commitment to equal opportunities and to the elimination

of behaviour and practices that could be discriminatory;

•Deliver effective learning activities taking responsibility for leading and managing play, care and learning and taking into account the needs of the individual pupils, in partnership with teachers and other professionals as necessary;

• Take a lead role in planning and delivering SEN Support Plan for children, setting outcomes and evaluating progress;

• Liaise with key worker and all nursery staff, working as part of the team to deliver high standards for all children;

• Plan, prepare and deliver high quality learning opportunities for children either individually or within a group, following all areas of The Early Years Foundation Stage framework.

• Liaise with parents/carers promoting positive relationships, to support the child’s needs and learning;.

• Monitor, assess, report and maintain records of children and their performance following appropriate procedures;

• Contribute evidence and documentation to support report writing by SENCO.

• Work within a multi –disciplinary team, following programmes and guidance from other professionals to support children’s learning;

• Contribute to and support meetings with parents/carers to provide constructive feedback on progress, achievement and future development;

• Contribute to a creative, stimulating, appropriate environment, which meets the specific needs of the child, including a high standard presentation of children’s work and achievements;

•Manage health and hygiene needs and administer prescribed medication in accordance with L. A regulations;

• Provide and maintain pastoral care and support to all children in all aspects of care taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents following school procedures and maintaining the appropriate documentation;

• Contribute and participate in team meetings as appropriate;

• Maintain and promote a positive image of the Nursery School to children, parents and other settings.

• To attend any training courses relevant to the post, ensuring continuing, personal and professional development;

• Ensure compliance with policies and procedures relating to child protection, health, safety, security and confidentiality;

• Present oneself as a role model to children in speech, behaviour and attitude;

• The post holder will follow procedures and practice as directed by the school in the areas of;

* Quality assurance, Communication, Professional Practice, Health & Safety, Appraisal, Equality and Diversity

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

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