

**Job Description for Teaching Assistant (SEND)**

This post is linked to the funding received for the named child.

**Post**: Teaching Assistant

**Grade:** 3

**Location:** Yohden Primary School

**Responsible To:** Headteacher/Senior Manager/SENCO

**Job Purpose:**

* To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.
* 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 programme 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 activities;
* Awareness of and work within school policies and procedures;
* Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
* Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate;
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
* 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;
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
* 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;
* Work with pupils not working to the normal timetable using Teacher’s planning