Latchmere Academy Trust

Latchmere School and Nelson Primary School

JOB DESCRIPTION

**Job Title:** Teaching Assistant SEN support

**Name:**

# RELATIONSHIPS

**1. RESPONSIBLE TO:**

Headteacher, Class teacher, SENDCO

**2. IMPORTANT INTERNAL RELATIONSHIPS:**

Teaching & Support Staff at the School

Pupils

1. **IMPORTANT EXTERNAL RELATIONSHIPS:**

Parents

Outside agencies

Visitors to the School

# MAIN PURPOSE OF JOB

* To support the teaching of children with special educational needs as directed.
* To plan, prepare and deliver learning activities for groups of children under the direction of the teacher.

# MAIN RESPONSIBILITIES/ DUTIES OF JOB

## Support for Pupils

* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters.
* Assist with the development and implementation of interventions.
* Supervise and support pupils, ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Work with pupils individually as directed by the class teacher
* Promote the inclusion and acceptance of all pupils
* Set challenging and demanding expectations and promote self-esteem and independence
* Encourage pupils to interact and work co-operatively with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.

## Support for Teachers

* Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Under the direction of the class teacher, evaluate and adjust lessons / work as appropriate to individual / groups of children
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

### Support for the Curriculum

* Support pupils to understand instructions
* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses / needs
* Select and prepare resources necessary for learning activities as directed by the teacher and assist pupils in their use
* Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
* Support pupils in using basic ICT as directed.

**Support For The School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work and aims of the school
* 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
* Assist with the supervision of pupils out of lesson times, including before and after school
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

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| **Essential Criteria** | |
| * English / Mathematics GCSE grade C or other literacy / numeracy qualification at this level (eg NVQ level 2) |  |
| * Ability to support an individual child / children in the classroom and in the playground. |  |
| * Ability to implement class group activities and assess the learning objective. |  |
| * Ability to work under the direction of the class teacher |  |
| * Ability to work as part of a team. |  |
| * Commitment to equal opportunities and understanding of religious and cultural diversity. |  |
| * Ability to give regular feedback and assessment to class teacher. |  |
| * Ability to use initiative and work independently when needed. |  |
| * Ability to adapt learning materials to suit the needs of the pupil |  |

**Teaching Assistant**

**PERSON SPECIFICATION**

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| **Desirable Criteria** |  |
| * NVQ 2 and classroom experience |  |
| * A quiet, calm approach to working with children. |  |
| * An enthusiasm/ desire to work with children with special educational needs. |  |
| * Have some knowledge of children’s learning difficulties |  |
| * Experience of working with children who have special educational needs |  |