



Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Job Description – SEND Teaching Assistant

- TITLE:** SEND Teaching Assistant – Level 2 or 3
- RESPONSIBLE TO:** Assistant Headteacher – Pastoral & Inclusion/Headteacher
- JOB PURPOSE:** To be deployed to support a child on a one-to-one basis with specific needs, such as learning or behavioural difficulties.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To be familiar with the child's individual targets and follow recommendations as outlined in external reports.
2. Provide support to pupils either on a one-to-one basis or a small group of children with additional needs as directed by the class teacher or SENDCo (e.g. EHCPs, learning plans, care plans, IHCPs).
3. To keep records and provide feedback to teaching and other staff on pupils' behaviour and progress.
4. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
5. To follow and implement the school's behaviour and any related policies and procedures, including personalised behaviour plans for children with specific needs.
6. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
7. To carry out midday supervisory duties.
8. Under agreed school procedures to administer first aid/medicine where necessary and assist with medical needs, in line with the child's IHCP where relevant.
9. To assist in the supervision of children during the working day, trips, visits and swimming.

Support for Teachers

1. Under the guidance of the class teacher to deliver interventions and personalised plans to individuals and groups of pupils and feed progress back to the Class Teacher.
2. To support the Class Teacher in devising and extending appropriate educational activities to match the Early Years and Primary Curriculum. This may include contributing and reviewing targets for EHCPs, learning plans and Personal and Pastoral Support Plans.

3. To support and work with the teacher to identify and respond appropriately to individual needs of pupils, so that high expectations may be set and decisions made about the most appropriate learning goals and strategies.
4. To help assess and systematically record pupils' progress using the results of monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.
5. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.
6. To efficiently use appropriate classroom teaching materials and equipment, including the use of audio/visual and Computing equipment.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning.
2. To support the teaching of English, maths or other specific curriculum areas as required.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENDCo and other teaching assistants; working at all times within the school's policies and procedures.
2. Under the direction of the SENDCo/Headteacher, develop and maintain supportive relationships with parents, carers and others of the pupil's community.
3. Contribute to the care, health and welfare of pupils in accordance with the relevant school policies and support the outcomes of the Every Child Matters agenda.
4. To assist in the general efficient operation of the school, including providing cover for other support staff as necessary.
3. To participate in performance management arrangements and undertake training and development activities.
4. To support teachers with reporting progress to parents and carers and with outside agencies, offering support and advice as required.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.