

Education Teaching Assistant Team

JOB TITLE: SEN Learning Support Assistant

REPORTS TO: SENCO

SUPERVISES: Not Applicable

BAND: A

JOB PURPOSE:

To work in partnership with the class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. Assist in planning and preparing lessons / learning activities and to deliver these in either a subject specialism (e.g. maths) or key stage (e.g KS2) with a small group of pupils and on a one to one basis. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

To manage and supervise pupil behaviour in line with policy. To contribute to the maintenance of effective administration.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

Teaching and Learning Assistance – delivering learning under teacher guidance

- To implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to the pupils needs.
- Evaluate and adjust lesson plans according to the pupils responses
- Establish a positive relationship with pupils
- Work with individuals or small groups of children under the direction of the teacher

- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Assist with the development of Individual Education Plans or targeted learning objectives
- Maintaining classroom resources and designated areas.
- Promote positive pupil behaviour
- Provide objective and accurate feedback sensitively for pupils, parents etc and producing evidence based reports to Teaching staff
- Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupils differing levels of development and ability to ensure progression and continuity
- Promote the inclusion and acceptance of children with Special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Support the use of IT as a learning aid (Including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Mark pupils work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage
- Classroom cover supervision in emergency circumstances including responding to pupils questions and generally helping pupils undertake activities and achieve learning outcomes.
- Provide personal care where required

General School Support

- Be involved in extra curricular activities (e.g. trips).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.