

# Dorridge Primary School

## Job Description

**Job Title:** SEND Teaching and Learning Support Assistant

**Salary Scale:** Band C

**Line Manager:** Assistant Headteacher with responsibility for Inclusion/ Heads of School

### Job Purpose

- Under the direction of teaching staff, to provide support to the classroom teacher and assist in the development and education of a child with Special Educational Needs, when appropriate using specialist knowledge and experience. This involves undertaking non-teaching tasks related to classroom activities and providing supervision and care skills. It requires an in-depth knowledge of the 'whole child' and an awareness of their needs during the whole school day.

### Main Duties and Responsibilities

#### ***Support for Children***

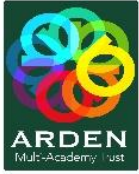
- To supervise the activities of the child inside and outside the classroom.
- To provide care, attend to the child's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual child. This will require knowledge of a range of strategies and a high level of skills developed through experience, with regular supervision from teaching staff as and when required.
- To liaise with other professionals to support the needs of the child.
- To implement programmes recommended by support agencies.
- To liaise with parents regularly.

#### ***Support for Teachers***

- To work closely with teachers, as part of the Year Group team, to plan appropriately differentiated activities for the child.
- To maintain records of the child's progress as part of the monitoring and reviewing of educational work programmes and assist in the future development of programmes and plans as and when appropriate.
- To undertake other relevant duties allocated at the discretion of the classroom teacher, Head Teacher or other designated supervisor.

#### **Authorised to**

- Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.



## **Entitlement**

### ***Induction, Training and Professional Support***

- To receive new staff induction training in line with the school's policy if appropriate.
- To receive appropriate training, as applicable, for all duties which are required within this job description.
- To receive the support of a line manager and to work as a valued part of our whole school team.

### ***Performance Management***

- To set objectives in line with the agreed Performance Management policy.
- To agree objectives with the assigned team leader.
- To contribute to a review of performance against the objectives set.
- To benefit from professional development opportunities in line with identified school and professional priorities.