



Clipston Endowed VC Primary School **Job Description – SEND Teaching Assistant**

Purpose of the Job:

- To work as a 1:1 support and in small groups, under the guidance of the SENCo and class teacher to support learning, social and emotional development of a Year 2 pupil.
- To promote the attendance and independence of the pupil in the social and academic processes of the school.
- To support the child in progressing towards their EHCP targets.

Responsible to:

The Headteacher and Governing Body.

Duties in support of the pupil

- Greet the pupil daily and settle them into the school routines.
- Support the pupil on the playground / during breaks every day both individually and in small groups or with a peer to develop social integration.
- Use resources and techniques to support small steps to success in the development of linguistic, emotional and social skills e.g. Alternative Augmentative Communications.
- Use Visual timetables / schedules to support transition throughout the day.
- Ensure timely communication with parents.
- Use resources such as PIVATS to plan small steps towards the EHCP targets.
- Ensure that the school's health, safety and behaviour policies are maintained by keeping a very close eye on the child.
- Encourage all pupils to take responsibility for their own behaviour and promote independence, being mindful of the EHCP targets in this regard.
- Support the child with personal needs such as encouraging them to eat their snacks and lunch, and also with toileting needs if required.

Providing Clerical and other support to service users

- Provide general clerical and other support to meet service delivery requirements (for example, administering learning activities and photocopying of records);
- Supervise pupils on visits, trips and out of school activities as required to ensure that the child is fully included in school activities.

Preparing and maintaining the learning environment and resources

- Work with the teacher to establish an appropriate learning environment and daily routines to meet the needs of the pupil, adapting the environment as necessary.

Building professional relationships

- Build and maintain positive and constructive working relationships with pupils, parents, external professionals and colleagues;

Dealing with behaviour

- Use your awareness of children's behaviour and your knowledge of different behaviour management and communication strategies effectively in line with the school's policy.

Monitoring levels and ordering of Resources

- Contribute to the resource ordering process particularly in relation to the pupil's needs;
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Reviewing pupil's performance

- Monitor, observe, evaluate, record and report with appropriate evidence to the teacher and SENCO to contribute to the gathering of information for the child's records and files.
- Meet with the parents in a timely manner and contribute to the Parent Consultation process.

Physical effort and / or strain

- Physical effort and/or strain is highly likely to be used through the normal working pattern – for example carrying resources or setting up apparatus in the hall.

Working environment

- Job-holders will be required to attend to personal, hygiene and medical care needs throughout the normal working pattern and may therefore be exposed to unpleasant substances and bodily fluids and excretions.