

Job Description

SEN Level 3 Teaching Assistant

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

Support for Pupils

- Attend to pupils' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations and promote self – esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills / training / experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1: 1 mentoring arrangements with pupils and provide support for distressed pupils.

Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement / progress.

- Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical / admin. support e.g. dealing with correspondence, analysing data on attendance / exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies.

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.
- 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 that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of pupils out of school hours.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

DEVELOPING SELF AND LEADING OTHERS

- To take responsibility for own professional development including maintaining an up to date knowledge of legislation, including engaging fully in performance management of self and other staff
- Participate in the Performance Review Cycle
- Undertake appropriate training and development as required
- Contributing to effective staff induction and professional development
- Managing own workload and the workload of individuals and teams effectively, providing support where necessary and delegating where appropriate.

In addition to the above all St Laurence's staff are required to:-

- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- Adhere to policies and procedures, including Equality and Diversity and Health and Safety
- Ensure positive effective working relationships with the School teams, stakeholders and partners.