



WHITEHILLS PRIMARY SCHOOL

Job Description for Teaching Assistant (SEND)

The special needs teaching assistant's initial responsibility is to support a child/children with specific learning difficulties (physical, academic or behavioural) within the classroom setting and to also assist the class teacher with the educational, emotional and physical development of all the children, working within the overall ethos of the school.

Relationships

- (i) to establish a working relationship with the children such that they feel confident and valued.
- (ii) to be sensitive to the needs of each individual and to respond positively to them.
- (iii) to foster and reinforce codes of conduct and levels of discipline laid down by school policy or class teacher
- (iv) to encourage each child to develop their own ideas, personality and interests and to recognise that their contribution is valued
- (v) to assist in creating a welcoming environment for parents whilst abiding strictly by the confidentiality rules
- (vii) to work co-operatively with all staff

Organisation - People

- (i) to liaise with the class teacher/team leaders in organising and planning the most efficient use of time
- (ii) to work with children during the hours they are in school, using pre and post school sessions for other duties if applicable
- (iii) to assist with organisation, supervision, and teaching of child with statement of special educational needs in a one to one or a group situation during lesson time
- (iv) to attend and assist with supervision during school trips and be available for any proposed residential activity
- (v) to supervise children during the lunchtime period

Organisation – Curriculum

Special Needs

- (i) to implement and deliver planned programmes of work to a child, but may also be involved in the direct teaching of small groups or individuals.
- (ii) to prepare equipment and materials for use in these sessions, to update records on a daily or weekly basis and assist the SENDCO in completing individual plans
- (iii) to ensure work is covered in a systematic way
- (iv) to change reading material if appropriate

General Classroom Support

- (i) To make yourself familiar with weekly plans appropriate to lessons that involve your input.
- (ii) to implement and deliver planned programmes of work, involving direct teaching of small groups
- (iii) to prepare equipment and materials for use
- (iv) to assist with displays including the mounting of work
- (v) to assist with general reprographic work when necessary

Organisation - Resources

- (i) to provide a positive example of tidiness and to assist in the care and organisation of resources
- (ii) to encourage the children to use and respect resources and to keep them in good condition
- iii) to clean and put away equipment encouraging the participation of the children
- (iv) to prepare appropriate resources to support special needs programmes

Evaluation

- (i) to monitor and evaluate planned activities and feedback to the teacher
- (ii) to be involved with the record keeping and assessment process bearing in mind confidentiality rules
- iii) to attend staff, team meetings and training days where appropriate.