### Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher, and other professionals as required, to support the teaching and learning activities in the classroom and in the playground of a specific named pupil using the adjusted curriculum and other programmes as required.
- To facilitate continuous learning strategies and social interactions and enable the pupil to access all the educational opportunities available to him.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for the named pupil.
- To promote the inclusion of the named pupil to ensure he has equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of the pupil within the school.

### Main responsibilities and tasks

#### Support for Pupil:

1. Under the specific supervision of the class teacher, to work with a named individual.
2. To encourage the pupil to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupil, including helping if he is unwell distressed or unsettled.
4. To assist the pupil with personal needs as appropriate such as toileting, feeding and getting changed, e.g. P.E whilst ensuring that the pupil develops independence in this area over time.
5. Produce resources to assist learning (visual timetable cards, social stories and other learning stimuli) and ensuring the pupil can use equipment and materials provided.
6. Motivating and encouraging the pupil as required by providing individual attention, reassurance and help with learning tasks.
7. Provide occasions for the pupil to practise social skills and peer interaction in the classroom, at lunch-time and in the playground throughout the school day.
8. Support and guide through the day, helping the pupil to participate and move between activities and access his visual timetable, but allowing him independence where appropriate.
Job Description
Teaching Assistant – 1:1 SEND Support (JE No: 1541)

9. Work with other professionals in order to provide individual support for the pupil and deliver the speech and language therapy programme and other programmes as specified in the pupil’s Education and Health Care Plan.

10. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

11. Give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.

Support for the teacher:

12. To prepare the classroom as directed for the pupil, ensuring that resources are available and cleared away at the end of the lesson as appropriate.

13. To provide regular verbal and written feedback to teachers, parents and the Inclusion Manager on the pupil’s achievement and progress, including feedback on the effectiveness of the behaviour strategies adopted.

14. To provide feedback on the pupil in relation to progress and achievement under guidance of the teacher as well as feedback on the pupil’s progress in meeting targets specified in his Education and Health Care Plan.

Support to the school

15. To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, SEND/Inclusion and data protection reporting all concerns to the appropriate named person.

16. To liaise with parents daily whilst maintaining professional boundaries.

17. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.

18. To accompany the pupil on visits, trips and out of school activities within contracted hours as required and in line with the risk assessment planned.

19. To attend relevant meetings and participate in training opportunities and professional development as required.

20. To adhere to school health and safety policy including risk assessment and safety systems

21. To adhere to school policy on equality and diversity

22. To adhere to school safeguarding policy

Support for the curriculum

23. To undertake broadly similar duties commensurate with the level of the post as required by the Year Group Leader, class teacher, Inclusion Manager and head teacher.

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Signatures – line manager and job holder

Signature of Manager: ___________________________ Date: / /  
Signature of post holder: ___________________________ Date: / /  

_______________________________________________________________________________________

Sept 2019