

Hillshott Infant School and Nursery

Job Description - Teaching Assistant 1:1 SEN

Hours: 8.45am – 3.15pm Monday – Friday term time only

Grade: H2

Purpose of the role:

- To support Teachers with the educational, physical and social needs of pupils
- To be responsible for some learning activities within the overall teaching plan
- To promote learning and personal development of pupils in the school to ensure pupils make best use of the educational opportunities available

Responsibilities and main duties:

- To aid pupils to learn as effectively as possible both in group situations and individually by:
 - Clarifying and explaining instructions
 - Motivating pupils through levels of individual attention, reassurance and help
- Consistently and effectively implement behaviour management strategies
- Monitor the pupils' response to the learning activities and where appropriate, modify or adapt the activities as agreed with the teacher to achieve learning outcomes
- Give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop independence and self-esteem
- To support the pupils in developing social skills both in and out of the classroom
- Provide regular feedback on the pupils' learning and behaviour to the teacher
- Select, prepare and tidy classroom materials and learning areas as directed by the teacher, including developing and presenting displays
- Support pupils in social and emotional well-being
- Understand and support independent learning and inclusion of all pupils
- Supervise and support children at break time and lunchtime
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Assist pupils with eating, dressing and hygiene matters whilst encouraging independence
- Safeguarding of pupils

Administration:

- Assist with the completing of assessment and observations
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection
- The role may involve lifting children after falls or accidents. This includes the clearing up of blood and other bodily fluids of children after accident or sudden illness

Liaison with:

- Teachers and other Teaching Assistants
- School SENCo
- Office and lunchtime team
- Where necessary liaise with parents/carers in a professional manner
- Specialist provisions within the school setting including Speech and Language Base, Pastoral and SEN Team

Staff Hours of Work

- 30 hours per week worked 8.45am to 3.15pm Monday to Friday term time only
- Unpaid lunch break of a half hour each day

Training

The jobholder will be required to undertake such training as may be specified by the school from time to time.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. The duties and responsibilities listed above describe the post as it is as present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.