

Job Description: SEND Teaching Assistant

Main purpose

To work with teachers as part of a professional team to support teaching and learning for pupils with SEND. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher, SENCo or other senior staff.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/individual health care plan (IHCP).
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed IHCP under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic IT.
6. Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher, SENCo, senior school staff or other professionals.
- Provides assistance to pupils on social, welfare and health matters and provides support to the teacher on behaviour management of pupils.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Resolves problems in relation to providing learning activities.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and other professionals.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of the teacher and SENCo/SLT.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

Dimensions

- Responsible for the careful and safe use of equipment including standard IT equipment.
- Responsible for maintaining confidential pupil records.

Physical Effort

- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- Assembly and clearing away of equipment; keyboard skills; & mobility aids.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- Regularly attending to the personal needs of pupils with SEND.