

**Job Description**

**Teaching Assistant to support child with SEN**

**Purpose of the Post**

To assist in promoting the learning and personal development of the pupil to who you are assigned, to enable him/her to make best use of the educational opportunities available to them.

**Key Areas**

1. Work & liaise with the pupil
2. Staff teamwork.
3. Liaise with parents and school staff.

**Duties and Responsibilities within key areas**

1. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:

* Clarifying and explaining instructions
* Ensuring the pupil is able to use equipment and materials provided
* Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENDCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENDCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil

1. To establish supportive relationships with the pupil concerned
2. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
3. 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.
4. To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self reliance and self esteem.
5. To support the pupil in developing social skills both in and out of the classroom.
6. Where appropriate, to know and apply positive handling techniques.
7. To create and maintain a purposeful, orderly and supportive environment to meet the needs of the pupil.
8. Provide detailed and regular feedback to teachers on achievement, progress, problems etc.