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Headteacher: Ruth Hudson

Deputy Headteachers: Claire Powell & Linsay Thomson

The Alton School

JOB DESCRIPTION

Teaching and Learning - Teaching Assistant (SEN)

Grade: 1C Point 2

Purpose of the Job

Responsible, under the direction or instruction of the teacher or line manager, to work with an individual pupil or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Responsibilities

1. SUPPORT FOR PUPILS

- Enable children with SEN to access the curriculum and achieve academic success on a daily basis
- Build a positive relationship with a particular child with SEN
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote acceptance of all pupils and have an unwavering commitment to equality
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

2. SUPPORT FOR THE TEACHER

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil's barriers to their learning and wellbeing, as well as knowing their progress and achievements, and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic administrative support e.g. photocopying, resource making.

3. SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Supporting pupils in undertaking Literacy and Numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Work with class teacher in preparing differentiated learning activities for pupils with SEN

4. SUPPORT FOR THE SCHOOL

- Contribute to the overall ethos, work and aims of the school
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school if required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

