

Job title: Teaching assistant supporting teaching and learning

Responsible to: SEN coordinator

Main purpose: To work with individual and small groups of SEN pupils to deliver additional interventions, and under the direction of class/subject teachers, to provide in-class support for learning.

Main duties:

Supporting and extending SEN pupils' learning

- Support pupils' learning across the curriculum, tailoring support to match learners' needs
- Support pupils in learning how to learn and to develop their thinking skills
- Support pupils to become independent, cooperative and collaborative learners
- Support pupils' access to learning through the effective use of ICT
- Contribute to assessing pupils' progress, and support them in reviewing their own learning
- Identify and remove barriers to pupils' learning and make reasonable adjustments
- Adapt and customise curriculum materials
- Support teacher planning

Meeting pupils' wider well-being needs

- Support the emotional well-being and mental health of a diversity of SEN pupils
- Enhance SEN pupils' social and personal development
- Contribute to the management of SEN pupils' behaviour
- Support the delivery of additional interventions for improving pupils' well-being
- Support pupils with SEN and/or disabilities to access extra-curricular activities

Providing pastoral support

- Promote SEN pupils' resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of SEN pupils
- Act as a 'champion' and advocate for pupils with SEN and disability

Supporting the wider work of the school

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, and whistle blowing
- Contribute to the school's improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support
- Support teachers in the administration of examinations and tests
- Contribute to maintaining pupils' records
- Assist teachers with the display of pupils' work and achievements
- Support the running of lunchtime and after-school clubs for pupils
- Escort and supervise SEN pupils on educational visits and out-of-school activities
- Contribute to, and support, the review of EHC plans

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to, and support, the work of other supporting adults in school, e.g. bilingual assistants, pupil counsellors and personal coaches
- Liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils' learning and well-being
- Take responsibility in developing your own continuing professional development
- Undertake any other duties commensurate with the post, as allocated by the headteacher.

Figure 4.5 Teaching assistant model job description