

JOB DESCRIPTION OF AN SEN TEACHING ASSISTANT

Name

Grade

Signature _____

Date

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education of children; including those who have special physical, emotional, speech and language and educational needs. The work undertaken will require 1 to 1 support for a pupil.

OUTLINE DUTIES AND RESPONSIBILITIES

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise the activities of the individual or groups of children to ensure their safety and facilitate their physical and emotional development.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Undertake a behaviour support role within the classroom.
- Undertake those activities necessary to meet the physical and emotional needs of the individual and groups of children, including those with special needs.
- To be aware of pupil problems/progress and achievements and report to the SENCO/teacher as agreed.
- Actively engage in the pre-determined educational activities and work programmes at a basic level.
- To assist in personal and individual development of a child or groups of children.
- To attend and complete appropriate tasks as designated by teacher/SENCO/SLT, including record keeping.

To 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.

To assist with the supervision of pupils out of lesson times including lunchtimes.

Note

Saint John's is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

QUALIFICATIONS

No specific qualification required

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher, SENCO or SLT

PRINCIPAL CONTACTS

Pupils, Classroom Teacher, Classroom Assistant, Other professional groups and parents.