



VALENCE PRIMARY SCHOOL

SEND Teaching Assistant Job Description

GRADE: Scale 4
RESPONSIBLE TO: Inclusion Manager, SENco

Working with pupils

- Provide structured teaching to support pupils to transition and access learning.
- Provide multisensory approach to support learning.
- Provide consistency approach to learning to ensure pupils success.

Main Tasks:

Classroom Preparation

- Set out learning resources in line with the preparation requirements provided, normally by the teacher.
- Check the availability and location of safety equipment in the learning environment.
- Report shortages of learning materials to the teacher.
- Encourage pupils to return materials to the appropriate place after use and to dispose of wastes in a safe and tidy manner.
- Check the condition of learning resources and materials after use.
- Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- To put up displays of children's work.

Classroom Records

- Complete basic records accurately and legibly with the details specified by the teacher (e.g. word check, colour check, checking spelling tests, complete basic reading records, IEP targets).
- Comply with the school requirements for storage and security of pupil records at all times.
- Make sure that information for the school office is collected, collated and passed on as promptly as possible.
- Maintain confidentiality according to organisational and legal requirements.
- Ensure detailed records of IEP targets and pupils' progress are kept up to date and available for SENco/class-teacher.

Working with pupils

- Provide the pupil with the level and type of individual attention specified by the teacher.

Work to build a good relationship with the pupil

- Encourage the pupil to take responsibility for his/her own behaviour and to act independently.
- Interact with the pupil in a manner appropriate to the pupil's communication and interaction skills.
- Provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.
- Recognise uncharacteristic behaviour patterns in the pupil and report these promptly to the relevant people.

- Encourage and reinforce positive interactions between pupils.
- Encourage groups to work together to comply with behaviour targets they have been set.
- Consistently demonstrate respect for the rights of others in interactions with pupils and other adults.
- Monitor the group's behaviour attentively enough to spot any signs of conflict or dangerous actions at an early stage and report to relevant people.
- Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.

Support for Colleagues

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- Communicate openly and honestly with colleagues.
- Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

Personal Development

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Undertake appraisal/performance review.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

Health and Safety

- Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.
- Promptly report any problems in maintaining standards of health and hygiene to the teacher.
- Promptly report signs of health problems to the teacher.

Equalities and Diversity

- Ensure that services are delivered in accordance with the good equalities and diversity practice.
- Ensure that equalities and diversity is mainstreamed in your area of work.

The above list is not exhaustive, and the post-holder may be required to undertake any other duties as are reasonably commensurate with the grade of the post.

All annual leave must be taken in accordance with contract (non-negotiable).

This job description is subject to regular review, which can be initiated by either party and which will, in any case, take place on at least an annual basis.

Signed: _____
Employee

Date: _____

Signed: _____
On behalf of the Employer

Date: _____