WALTER EVANS CE PRIMARY AND NURSERY SCHOOL

**Job Description – SEN Teaching Assistant Level 2**

**Overall Purpose of Post:**

**Job Purpose**

* Provide one to onesupport to a child with an Educational Health Care Plan, in support of the class teacher
* Provide support to the Head Teacher and Teacher across a range of child centred activities which promote child development and learning
* Work with individual children and young people as directed by the Head Teacher and Teacher
* Take personal responsibility for specific tasks or people as delegated by the teacher.

**Supervision Received**

Appointed within the school as part of a team:

* To work within the general directions of the Head Teacher
* To work under the leadership and supervision of a Teacher or Higher Level Teaching Assistant.
* To work within the recommendations made by the school’s SENDCO or other professionals, e.g. Educational Psychologist.

**Supervision exercised**

* Some supervisory responsibility for tasks or people, not likely to be direct line management but may include giving advice and guidance, mentoring, induction to similar level of responsibility.

**Duties**

**Support for the school**

* Act in accordance with the SEND Code of Practice
* Act in accordance with school policies and procedures and relevant legislation particularly, in relation to child protection and behaviour management
* Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and group of pupils
* Participate in the delivery of all aspects of the Curriculum and Christian ethos
* Monitor and contribute to the assessment and recording of children’s development and be involved in the sharing of this information
* Attend reviews during normal working hours
* Participate in and contribute to staff meetings and INSET days
* Maintain and develop good working relationships with parents and other adults involved with each child
* Give general support to school activities
* Promote the ethos of the school
* Being aware of confidentiality linked to home/pupil/teacher/school work and to keep confidences as appropriate
* Be responsible for planning and preparation of school activities and visits
* Contribute to the training and assessment of work experience students
* Help organise and participate in meetings with parents/carers
* Contribute towards effective working relationships.

**Support for the teacher**

* Prepare support materials
* Contribute to the preparation of classrooms and outdoor areas
* Display work and information for children and adults
* Exercise general care and supervision of children during the school day, inside and outside
* Contribute to the development and delivery of Individual Education Plans
* Assist with resolving behavioural and emotional problems of children
* Participate in the planning of work programmes for individuals and groups of children and the assessment of them
* Assist teaching staff in transition between educational phases.

**Support for the Child**

* Provide 1:1 support to a child with an Educational Health Care Plan, in support of the class teacher
* Promote development and learning, physical, emotional, educational and social
* Contribute to the Annual Review Process for Education Health Care Plans
* Provide a secure, caring and enriching environment for the children
* Support children including those with statements of SEN
* Arrange for First Aid to be given, comfort sick children
* Where necessary, provide intimate care in line with school policy
* Encourage acceptance and inclusion of all children
* Have familiarity with all relevant school documentation related to special educational needs
* Help to promote children’s self-esteem
* Working to establish a supportive relationship with the children and parents concerned
* Assess identified pupils in and out of the classroom
* Provide appropriate experiences for individual children and groups in accordance with the schools planned curriculum policies.