

## **WOODCROFT PRIMARY SCHOOL**

### **Job Description for a Teaching Assistant with responsibility for supporting pupils with an EHCP or Statement of Special Educational Needs.**

**Date of issue: Autumn 2015**

#### **Main Purpose of the Job:**

To support the classroom teacher with their responsibility for the development and education of all pupils through the delivery of quality teaching.

To work under the guidance of the SENCo to implement agreed programmes of work with individuals and groups, in and out of the classroom.

To assist in the development of pupils' learning, the provision of care, and the management of pupils' behaviour within a classroom setting, in small groups or through 1:1 supervision.

#### **Support for the pupils**

- Assist with the development and implementation of Education, Health and Care Plans (EHCPs) or Statements of Special Educational Needs, Pupil Passports / IEPs and Behaviour Support Plans where appropriate.
- To support pupils develop basic skills, including life skills.
- Support pupils in meeting their targets and objectives through agreed strategies.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupil interaction and engagement in activities.
- Set appropriately challenging expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Make effective use of specialist SEN resources, such as sensory equipment and manipulative apparatus.

### **Support for the Teacher**

- To create and maintain a purposeful learning environment.
- Help maintain classroom routines including aspects of pupil administration, lesson organisation and the display of work.
- Assist with the planning of learning activities, differentiate work when necessary and prepare appropriate resources.
- In liaison with the Class teacher and SENCOs, lead agreed intervention programmes:
  - carry out baseline assessments
  - plan and deliver high quality activities
  - maintain appropriate assessment records
  - provide written and verbal feedback on pupils' achievement and progress.
- Use strategies, in liaison with the class teacher, to support pupils' to achieve their targets.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy.
- To support the use of IT and develop pupils' competence and independence in its use.

### **Support for the School**

- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to an appropriate person.
- Support all pupils to ensure they have equal access to learning opportunities.
- Attend and participate in relevant meetings as required.
- Maintain pupil records and complete intervention planning forms as directed.
- To attend professional training and appraisal.
- Assist with the supervision of pupils out of lesson time.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

- To attend to a pupil's personal needs including their social, welfare and health matters.
- Help to establish constructive relationships with parents, carers and additional outside agencies, interacting with them appropriately and professionally.
- Carry out any other duties reasonably requested by the Headteacher, SENCo and Class Teacher.