



Clipston Endowed VC Primary School

Job Description – Teaching Assistant SEN Level 2

Purpose of the Job:

- To work as a 1:1 support, under the guidance of the SENCo and class teacher to support learning and the physical needs of a child with physical disabilities and delayed learning.
- To promote the involvement and independence of the pupil in the social and academic processes of the school.
- To support the child in progressing towards his EHCP targets.

Responsible to:

The Headteacher and Governing Body.

Duties and Accountabilities

Providing Personal and Welfare Care

- Greet the pupil on the playground every morning and actively encourage a positive mind-set on arrival to school.
- Provide personal support;
- Assist in the social development and integration of the pupil with their peers;
- Ensure that the school's health, safety and behaviour policies are maintained;
- Generally support the social and physical development and cater for their personal needs, including administering of medicines in accordance with school policies;
- Encourage all pupils to take responsibility for their own behaviour and promote independence;
- Support the child to take part in snack and lunchtimes by preparing foods as required e.g. grating or cutting up meals.
- Developing the child's independence when using the toilet and in using the toilet seat, walking frame and standing frame.

Supporting Pupils in the learning environment

- Adapt and deliver learning activities to the pupil individually or in small groups, to meet the requirements of the pupil and the curriculum;
- Challenge and motivate the pupil in the learning environment to promote independence and self-reliance.

Providing Clerical and other support to service users

- Provide general clerical and other support to meet service delivery requirements (for example, administering learning activities and photocopying of records);
- Supervise pupils on visits, trips and out of school activities as required to meet service delivery requirements
- Support the pupil during everyday tasks, as well as in tests, e.g. amanuensis or scribe.

Preparing and maintaining the classroom environment and resources

- Work with the teacher to establish an appropriate learning environment and daily routines to meet the needs of the pupil, adapting the environment as necessary;

Building professional relationships

- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues;

Dealing with behaviour

- Use your awareness of children's behaviour and your knowledge of different behaviour management and communication strategies effectively.
- Act to diffuse/ deal with disruption by any pupil in class in line with the school's policy.

Monitoring levels and ordering of Resources

- Contribute to the resource ordering process particularly in relation to the pupil's needs;
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Reviewing pupil's performance

- Monitor, observe, evaluate, record and report with appropriate evidence to the teacher, SENCO, the pupil (as appropriate) and parents, to contribute to the gathering of information for the child's records and files.

Physical effort and / or strain

- Physical effort and/or strain is highly likely to be used through the normal working pattern when helping the pupil to transition between their walking frame, splints, toilet seat and wheelchair, and also when providing intimate care.

Working environment

- Job-holders will be required to attend to personal, hygiene and medical care needs throughout the normal working pattern and may therefore be exposed to unpleasant substances and bodily fluids and excretions.