

## Job Description

<b>Job Title</b>	SEN Teaching Assistant and Midday Assistant
<b>Grade</b>	Scale 3 Point 4-5 dependent on experience
<b>Reports to</b>	Headteacher, Class Teacher, SENCO, Senior Midday Supervisor
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils
<b>Job Purpose</b>	To work in partnership with class teachers to support pupils with severe needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	Working with individuals or small groups of children under the direction of teaching staff Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.</li> <li>• Interact with, and support pupils, according to individual needs and skills.</li> <li>• Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.</li> <li>• Establish positive relationships with pupils supported.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>• Support pupils with activities which support literacy and numeracy skills.</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use.</li> <li>• To attend to pupils' personal needs including help with social, welfare, care and health matters.</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li> <li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.</li> <li>• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.</li> <li>• To support learning by selecting appropriate resources / methods to facilitate agreed learning activities.</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>• Assist the teacher and other staff in the implementation of care programmes, IEP/EHCPs.</li> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate.</li> <li>• To assist with the display and presentation of pupils' work.</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities.</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• To assist pupils during activities e.g. swimming, PE.</li> </ul>

<b>Job Title</b>	<b>Midday Assistant</b>
<b>Job Purpose (Midday Assistant)</b>	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• To maintain the safety, welfare and good conduct of the pupils during the midday break.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To administer basic first aid as required.</li> <li>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• Where necessary and appropriate to lead games and activities with the children.</li> <li>• To alert Senior Midday Assistant and / or the Headteacher of any concerns regarding an individual child or group of children.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>