



## **BADDOW HALL INFANT SCHOOL**

### **JOB DESCRIPTION**

At Baddow Hall Infant School we feel the main role of the teaching assistant is to support the teacher in providing a broad and balanced curriculum to meet the needs of individuals within the class.

The teaching assistant will work as a member of the team under the immediate direction of the Class Teacher.

**Job Title:** SEN Learning Support Assistant

**Responsible to:** Headteacher/SENCO/Class Teacher

**Liaison with:** All school teaching and non-teaching staff and visitors and external agencies when necessary.

**Purpose of the job:** To support an individual pupil with special educational needs whilst attending our school, working in partnership with the class teacher/SENCO and external agencies when necessary.

#### **Duties and responsibilities**

- Working with and supporting a pupil with special educational needs under the direction of the teaching staff.
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to the needs of the child.
- Support child with activities that enable him/her to access the curriculum.
- Promote positive pupil behaviour in line with school policies and help keep child on task.
- Interact with, and support child, according to his/her needs and skills.
- Establish a positive relationship with the child whilst promoting the inclusion and acceptance of children with special educational needs within the classroom.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on child's progress and behaviour.
- Monitor and record activities as appropriate writing records and reports as required.
- Provide feedback to child in relation to attainment and progress under guidance of the teacher.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.

- To attend to child's personal needs including support with personal hygiene and social and welfare matters.
- Assist with the development and implementation of child's individual plan including working with outside specialist agencies to support the needs of the child.
- Liaise with other staff and provide information about child under the direction of the class teacher.
- To assist on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own professional development.
- Attend relevant school meetings & reviews where appropriate.
- To respect confidentiality at all times.

Signature of Head Teacher

Name:

Date:

Signature of Teaching Assistant

Name:

Date:

Note: The Job Description may be reviewed annually and may be amended at any time after consultation with you.

You should sign two copies of the Job Description, retaining one and returning the other to the Head Teacher

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**