



High Ham Church of England Primary School

### **Job Description SEN 1:1 Teaching Assistant**

High Ham C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** The School SENCO

#### **Purpose of the role:**

- To support Teachers with the educational, physical and social needs of pupils
- To be responsible for some learning activities within the overall teaching plan
- To promote learning and personal development of pupils in the school to ensure pupils make best use of the educational opportunities available

#### **Responsibilities and main duties:**

- To aid pupils to learn as effectively as possible both in group situations and individually by:
  - Clarifying and explaining instructions
  - Motivating pupils through levels of individual attention, reassurance and help
- Consistently and effectively implement behaviour management strategies
- Monitor the pupils' response to the learning activities and where appropriate, modify or adapt the activities as agreed with the teacher to achieve learning outcomes
- Give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop independence and self-esteem
- To support the pupils in developing social skills both in and out of the classroom
- Provide regular feedback on the pupils' learning and behaviour to the teacher
- Select, prepare and tidy classroom materials and learning areas as directed by the teacher, including developing and presenting displays
- Support pupils in social and emotional well-being
- Understand and support independent learning and inclusion of all pupils
- Supervise and support children at break time and lunchtime
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Assist pupils with eating, dressing and hygiene matters whilst encouraging independence
- Nappy Changing and toileting

- Taking on the role of class teaching assistant and or MDSA when required
- Safeguarding of pupils

**Administration:**

- Assist with the completing of assessment and observations
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection

**Health and Safety**

- The role may involve lifting children after falls or accidents. This includes the clearing up of blood and other bodily fluids of children after accident or sudden illness. Toileting and nappy changing.

**Liaison with:**

- Teachers and other Teaching Assistants
- School SENCo
- Office and lunchtime team
- Where necessary liaise with parents/carers in a professional manner
- Specialist provisions within the school setting including Speech and Language Base, Pastoral and SEN Team

**Training**

The jobholder will be required to undertake such training as may be specified by the school from time to time.