**TEACHING AND LEARNING: SEN LSA TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Purpose of the Job**

The Teaching Assistant’s main role is to provide support for the pupil/s with an Educational Health Care Plan. The TA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupil’s individual learning and social needs. The TA will be responsible for implementing the targets on the pupils’ Provision Map in liaison with the class teacher and Senco.

**Main Responsibilities**

1. SUPPORT FOR PUPILS

* To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
* To develop knowledge of the particular needs of the child and seek advice from the Senco, class teacher and outside agencies as required.
* To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
* To make or modify resources as suggested and advised by the Senco, Educational Psychologist or other outside agencies.
* To be involved in the planning and preparation of the day to day class activities.
* To organise and maintain an inclusive learning environment both in the classroom and outside.
* To support the pupil in the playground, being mindful of health and safety in relation to medical conditions/special education needs, and encouraging safe interactive play.
* To develop independent skills and avoid unnecessary reliance on adults
* Motivate and encourage the pupil to have a go at activities they may be unsure of.
* Provide positive reinforcements, praise and rewards.
* Facilitate inclusion in small group activities with peers and support interaction between them.
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
* Provide support and facilitate interaction with peers in the classroom and around school.

2. SUPPORT FOR THE TEACHER

* Undertake pupil record keeping as requested
* To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
* To attend planning meetings with the Senco and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
* To provide regular feedback to the class teacher, Senco and relevant outside agencies about the pupil’s difficulties and progress.
* To contribute to the pupil’s annual review by writing a brief report and attending the meeting.

3. SUPPORT FOR THE CURRICULUM

* Support pupils to understand instructions
* Supporting pupils in undertaking English, Maths and all curriculum area tasks as directed by the teacher
* Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
* 4. SUPPORT FOR THE SCHOOL
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school
* Accompany teaching staff and pupils on visits, trips and out of school activities as required
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
* To foster links between home and school.
* To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
* To carry out duties as directed by the Senco or Head Teacher,

**PERSON SPECIFICATION**