**BRANDLEHOW SCHOOL**

**JOB DESCRIPTION**

**Teaching Assistant (SEN)**

**Purpose of the Job**

Responsible, under the direction or instruction of the teacher or line manager, to work with an individual pupil or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Main Responsibilities**

1. SUPPORT FOR PUPILS

* Enable children with SEN to access the curriculum and achieve academic success on a daily basis
* Build a positive relationship with a particular child with SEN.
* Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote acceptance of all pupils and have an unwavering commitment to equality
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate

2. SUPPORT FOR THE TEACHER

* Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils’ work
* Be aware of pupils’ barriers to their learning and wellbeing, as well as knowing their progress and achievements, reporting to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather and report information from and to parents or carers as directed
* Provide basic clerical and administrative support e.g., photocopying, filing etc.

3. SUPPORT FOR THE CURRICULUM

* Support pupils to understand instructions
* Support pupils in undertaking Literacy and Maths tasks as directed by the teacher
* Support pupils in using IT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
* Work with the teacher in preparing learning activities for pupils with SEN

4. SUPPORT FOR THE SCHOOL

* Contribute to the overall ethos, work and aims of the school
* To be fully aware of and understand the duties and responsibilities related to child protection and safeguarding children.
* 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
* 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