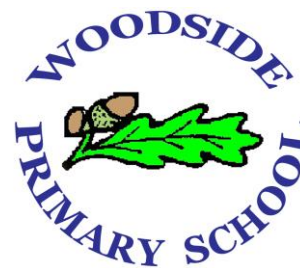


## JOB DESCRIPTION



Name: \_\_\_\_\_

**Job Title:** Teaching Assistant (SEN)

**Responsible to:** Headteacher

### **Main Duties and Responsibilities**

#### **Duties**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake.

#### **Supporting teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
2. Assist in the implementation of individual programmes for students and help monitor their progress
3. Provide support for individual students and groups of students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills

#### **Administrative duties**

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires

#### **Whole school issues**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings when appropriate
4. Undertake professional duties that may be reasonably assigned by the head teacher including taking responsibility for the maintenance of resources for allocated subject areas and carrying out break time duties.
5. Be proactive in matters relating to health and safety.

**SEN TAs** are expected to provide support and advice to other TAs; be more independent in preparing/adapting work for children if asked and to work across classes if required.

This job description sets out the main duties of the post. Such duties may vary from time-to-time without changing the general character of the post or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.