



Job Description - Special Educational Needs Teaching Assistant

Job title	Special Educational Needs Teaching Assistant
School	Chilthorne Domer Church school
Reports to	Class teacher, SENDCo and/or Headteacher

Chilthorne Domer Church 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.

Main responsibilities and duties:

This post requires the Teaching Assistant to work with a child with complex educational needs.

Support the teaching and learning process. Under the direction and guidance of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs and their emotional and social needs, to ensure support is given to them at an appropriate level.
- Follow the direction of the teacher and use their plans to support and direct Maths and English tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- Motivate and encourage pupils to concentrate and fulfil the tasks set. Referring pupils to their targets.
- Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning against criteria set by the teacher and provide feedback.
- Mark children's work within the school policy and within the teacher's direction and expectation of the group.
- Promote and model good behaviour working within our Behaviour Policy.
- Assist the teacher in developing and preparing learning resources and displays to maintain a safe, secure and suitable learning environment.
- Provide care and supervision of pupils in the classroom, within the school and where appropriate outside the school. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- Liaise with SENDCo and outside agencies (with support and guidance.)
- Typically, there will be some requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems. This may include pupils with a high learning ability ('gifted / talented').
- To assume sole supervision of whole classes, (for short periods) in the absence of the teacher, but only when it is essential for the teacher to leave a class.

- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- Make decisions to deal with immediate situations remembering that guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.
- The environment is a normal school environment, but the job holder may be involved in external school activities, such as swimming and educational visits.
- Most of the working day is spent standing, sitting, with periods of crouching / bending to engage pupils in activities.
- There may be an occasional need to physically lift pupils, such as for safety or care needs.
- There may be a need to support a pupil with their personal and intimate care needs.
- Liaise with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
- Desired qualities are:
 - confidentiality,
 - discretion,
 - loyalty,
 - commitment,
 - patience,
 - flexibility,
 - good personal organisation,
 - firmness, to be numerate and literate,
 - a team worker
 - good oral and written communication.
- A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
- Undertake any other tasks or duties, as requested by the headteacher that are reasonable and within the broader description of this role and contribute to the effectiveness and efficiency of the school.