



Lavant C.E. Primary School

Job Description



SEND Teaching Assistant Full Time – Term Time Only

Temporary – Dependent on EHCP Funding

Grade 3 or Grade 4 - Depending on Experience

General Responsibilities

Under the direction of the class teacher or other senior staff:

- Establish constructive relationships with children, appropriate to their age, and interact with them according to individual needs;
- Liaise with class teacher and read lesson plan before the lesson to ensure an understanding of the required learning outcome;
- Supervise and support children, including those with special needs, ensuring their safety and access to learning activities;
- Support learning with groups of children specified by the class teacher – follow the teacher’s plan of activities and adapt where necessary to suit the individual needs of the children, supporting them to work towards independence;
- Deliver specific programmes of work through small groups such as, sensory skills, life skills and speech and language;
- Support pupils with emotional or behavioural problems and help develop their social skills;
- Work with other professionals, such as speech therapists and occupational therapists, as necessary;
- Provide detailed and regular feedback to the teacher on pupil achievement, progress and difficulties;
- Mark the work of the children in your focus group appropriately and according to school policy;
- Know which children have ILPs, what their targets are and support them to achieve these targets;
- Work with the class teacher to ensure consistency of expectations in terms of behaviour and standards;
- Promote good pupil behaviour, dealing promptly and appropriately with conflict and incidents in line with the school’s behaviour policy and encourage pupils to take responsibility for their own behaviour;
- To know and work within the remit of the school development plan to raise standards;
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and under the direction of the class teacher;
- Under the direction of the class teacher put up or maintain quality displays;
- Promote self-esteem, independence and a growth mindset with all children in line with the ethos of the school;
- To attend to pupils’ personal requirements and physical care on a daily basis while encouraging independence at all times. This may include, under exceptional circumstances, intimate care for an individual child;
- To supervise children during playtimes and lunchtimes;
- Establish constructive relationships with parents and carers;
- Provide care support and admin support as requested by the teacher (e.g. photocopying, preparing and clearing away activities);

- Assist with visits and events as required;
- Flexibility to support after school activities/care club as and when required;
- Undertake the duties of a first-aider (if qualified);
- Undertake duties from time to time as the head teacher requires;

Policies and Practice

- Follow the aims and principles of the school;
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality, SEND 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;
- Recognise and act upon perceived incidents of racism;
- Follow the correct procedures in the event of accidents;
- Contribute towards setting consistent standards of behaviour for all children;
- Help to maintain the school environment by keeping the shared areas tidy;

Continuing Professional Development (CPD)

- Take part in training offered during the working week to support professional development;
- Attend Inset as requested by the Headteacher;
- Attend and participate in all relevant meetings as required;
- Agree personal performance management objectives. Take responsibility for the organisation or support of an aspect of school life and develop the profile within the school;