

Teaching Assistant TA2 SEN Support



Post Title:	Teaching Assistant 2	Post No:	JD53
Department:	C&YPS	Grade:	BEX05
Responsible to:	Teacher/SENCO/Senior Staff		
Responsible for:	None		
Functional links with:	Pupils, Teachers, Parents, Carers and other school staff		

Main purpose of the job:

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils with additional educational needs, to assist the teacher in the management of pupils with ASD/ADHD/Sensory Needs in and outside the classroom.

Major Duties and Responsibilities:

1. Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Learning Plans and Behaviour Support Plans.
2. Create and maintain a supportive learning environment to cater for pupils needs.
3. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
5. To support pupils with personal care if required.

Job Activities:

- Supervise and provide support for pupils (individuals and groups) with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any toileting/medical needs as required.
- To support pupils in meeting the expectations of the whole school and an individual level. Promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher/SENCO, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers/SENCO on pupil's achievement, progress and areas of development.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Under the direction of the SENCO and Class Teacher establish constructive relationships with parent/carers.
- Provide clerical and administration support for SENCO.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work and adhere to pre-determined guidance, policies, and procedures of the school.
- 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 and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.