

JOB DESCRIPTION

SEN Teaching Assistant Vacancy for YR (EYFS)
Temporary Contract / Salary: Grade 3, point 3
Start Date: As soon as possible
Teaching Assistant hours: 8.30am – 3.15pm

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher and SENCo;
- Assist the Class Teacher and SENCo in the implementation of Individual Education Plans for students and help monitor their progress;
- Provide support for individual students and groups, inside and outside the classroom to enable them to fully participate in activities;
- Work with other professionals, such as speech therapists and occupational therapists, as necessary;
- Assist class teachers with assessments and maintaining student records;
- Support students with emotional or behavioural problems and help develop their social skills;
- Attend appropriate training sessions to increase knowledge and understanding of principles underlying student development and learning.

Administrative duties

- Prepare and present displays of students' work;
- Support class teachers in photocopying and other tasks in order to support teaching;
- Undertake other duties from time to time as the Head Teacher requires.

Wraparound care – to be discussed further at interview

- Actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
- Interact with children, respect, listen and consult with encouragement to express themselves
- Lead group activities such as games
- Ensure a safe and caring environment with safe delivery and collection of children
- Prepare and provide children with a healthy and nutritious snack, ensuring hygiene and health & safety standards are met
- Clearing away the snacks and washing up

Standards and quality assurance

- Support the aims and ethos of the school;
- To be aware of and follow the guidelines as detailed in all school policies including Behaviour, Anti-Bullying, Child Protection, Safeguarding and Confidentiality;
- Set a good example in terms of dress, punctuality and attendance;
- Attend team and staff meetings;
- Undertake professional duties that may be reasonably assigned by the Head Teacher;
- Be proactive in matters relating to health and safety.
- Supervise children at break and lunch time as directed and required.