

HOLY TRINITY PEWLEY DOWN SCHOOL JOB DESCRIPTION FOR A SEN ASSISTANT

JOB PURPOSE

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Main Functions

1. To aid children's to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the children(s) are able to use equipment and materials provided
 - Motivating and encouraging the children(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to child's' needs
 - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the children(s)
 - Meeting children's physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, assisting feeding help with mobility around the school
2. To establish supportive relationships with the children(s) concerned
3. To determine the intervention strategies to be used to manage the behaviour of children with behavioural or emotional difficulties with the teacher.
4. To promote the acceptance and inclusion of the children(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
5. Monitor the children's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
6. To give positive encouragement, feedback and praise to reinforce and sustain the children(s) efforts and develop self reliance and self esteem.
7. To mark children's work under the direction of the class teacher

8. To support the children(s) in developing social skills both in and out of the classroom
9. To support the use of ICT in learning activities
10. To provide regular feedback on the children(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
11. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
12. When working with a group of children, understand and use group dynamics to promote group effectiveness and support group and individual performance
13. To use the school's system for recording progress
14. Where appropriate, to know and apply positive handling techniques
15. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
16. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
17. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
18. To be aware of confidential issues linked to home/pupil/teacher/school
19. To contribute towards reviews of children(s)' progress as appropriate
20. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
21. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
22. To be willing to support playground/break time supervision e.g. educational games (within employed hours)
23. To accompany teacher and children on educational visits
24. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.