



JOB DESCRIPTION

Title:	SEN Teaching Assistant
Grade:	Grade 5
Responsible to:	Headteacher/Deputy Headteacher/Designated Teacher
Responsible for:	The postholder has little or no supervisory responsibility other than assisting in work familiarisation of other employees, including new employees
Purpose:	To provide support to class teachers under an agreed system of supervision

Main Duties and Responsibilities:

- 1 To be involved and contribute to the whole planning cycle including session planning, evaluating and adjusting work plans.
- 2 To directly deliver and implement work programmes to individuals/groups under the direction and supervision of the Class Teacher.
- 3 To supervise groups for short periods in the absence of the Class Teacher.
- 4 To provide support to the Class Teacher.
- 5 Assist with the development and implementation of Provision Maps by directly providing specialist support.
- 6 Monitor and evaluate pupils' responses to learning activities through observation and planned recording against learning objectives.
- 7 To assist with the keeping and updating of records including records of achievement/progress of pupils.
- 8 To undertake out of school learning activities as required.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled 'School Support Staff - The Way Forward'.

Updated:

16/03/2020