



## **Job Description for Teaching Assistant – working with a pupil with an EHC plan**

### **Principle Responsibilities**

- To support the child in school time in all activities as directed by the Class Teacher / SENCO in all settings e.g. on a 1:1, or in a small group.
- To keep relevant and informative records of progress made in line with the school's record keeping policy.
- To attend progress Review Meetings and provide input to the discussions based on your working knowledge of the child.
- To carry out specific duties related to the needs of the child e.g. child in a wheelchair needing to be taken to the toilet / to support the child at playtimes if social skills and forming friendships are a problem.
- To communicate regularly regarding progress or issues relating to your child, with Parents (when appropriate), Class Teacher, SENCO, outside agencies, Head teacher etc.
- Refer any concerns about the learning, behaviour or well-being of other children they may work / or come into contact with to the Class Teacher.
- Be willing to participate in programmes or activities which are beneficial for their child e.g. motor skills, speech and language.
- To prepare materials as required by the child / Class Teacher / SENCO.
- In the absence of their child, to work alongside any child/children as directed by the Teacher as a general Teaching Assistant.
- To carry out a playground duty (if happy to do so), in line with the whole Staff Rota.
- Attend termly meetings at school with other SEN Teaching Assistants – contribute towards discussions and participate in identifying and highlighting resources suitable for their child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.

- Participate in training and other learning activities and performance development as required.
- Undertake safeguarding training and follow the school policies for this.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	-Working with or caring for children of a similar age	
<b>KNOWLEDGE AND SKILLS</b>	<p>Effective use of ICT to support learning.</p> <p>-Use of other equipment/technology video, photocopier.</p> <p>- Understanding of relevant policies/ codes of practice and awareness of relevant legislation.</p> <p>- General understanding of national/ foundation stage curriculum and other basic learning programmes/ strategies.</p> <p>- Basic understanding of child development and learning.</p> <p>- Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>- Ability to relate well to children and adults.</p> <p>- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p>	
<b>QUALIFICATIONS</b>	- Good numeracy/literacy skills (GCSE Maths/English Grade C or above).	<p>Teaching/HLTA Status</p> <p>NVQ2/3 for Teaching Assistants or equivalent qualifications or experience.</p> <p>First aid qualification.</p>
<b>PHYSICAL REQUIREMENTS</b>		