

Weston Turville CE School

Job Description

Job Title: Teaching Assistant (SEN)

Job Purpose: To assist the class teacher in teaching a EHCP pupil, ensuring good progress by the pupil with an emphasis on the development of the whole child.

Reporting to: Class teacher and Deputy Headteacher

Staff reporting:

Budget responsibilities:

Key areas of responsibility:

- To carry out the duties of Teaching Assistant as set out in the latest Bucks Pay Employment Conditions document.
- To keep up to date with the latest requirements for the safeguarding of pupils, understand them and act upon them where necessary.
- To carry out responsibilities and duties under the reasonable direction of the headteacher, deputy headteacher or other teachers to whom the headteacher has delegated that responsibility.
- To work in partnership with the class teacher, delivering programmes of work to statemented/EHCP pupils as planned by the class teacher.
- To take responsibility, with guidance from teachers, for preparation and organisation of resources.
- To supervise groups statemented/EHCP pupils on educational visits.
- To share with other staff the treatment of minor injuries to pupils.

- To review from time to time methods of teaching and programmes of work.
- To keep up to date with the latest developments in the role of SEN Teaching Assistant and attend appropriate courses.
- To ensure adherence to the school's behaviour policy by statemented/EHCP pupils of assigned class within and outside the classroom.
- To communicate with parents where necessary and build up a partnership between them and the school; to refer parents to the class teacher when appropriate.
- To undertake one on-call duty a week during morning break.
- To cover break duties as required by duty rota.
- To deal with the staff dishwasher when required.
- To carry out the duties of Midday Supervisor as required by the Headteacher where appropriate.
- To liaise with the Deputy Headteacher, raising concerns as necessary.
- To approach health & safety with due diligence, observe training and guidance given in the school's risk assessments and report any health & safety concerns to a senior member of staff.
- To be entitled to a lunch break of at least half an hour per day.