

Post: 1:1 SEN Teaching Assistant

Salary: Scale 5, range 12-15

Responsible to: Headteacher/Team Leader/Class teacher

The postholder will be responsible for assisting teachers in supporting a child with complex needs and to provide support for their learning, social, emotional, communication needs within the school.

Purpose of Job: To assist the class teacher with the education, supervision and welfare of individual children with additional complex physical and/or medical and/or language/learning and/or behavioural needs. This post is temporary, linked to the child's Education Health Care Plan, which is reviewed annually.

Duties and responsibilities:

1. Learning and classroom support

- To support the child's learning in class under the direction of the Class Teacher and to help them to develop their self-esteem, independence and social and emotional skills
- To support the Class Teacher in developing specific activities and carrying out an individualised learning programme/curriculum for the child.
- To adapt and prepare teaching materials to ensure the child can access them.
- Ensure the child's learning and curriculum resources are kept tidy and in good order
- To prepare and organise specific activities, by collecting and setting up the necessary classroom equipment and resources under the guidance of the teacher.
- To support the child to learn as effectively and independently as possible, both in group and 1:1 situations and on their own e.g.:
 - clarifying and/or explaining instructions and scaffolding tasks.
 - ensuring the child is able to use equipment and materials.
 - assisting the child's reading, writing and language development, using speech & BSL as necessary
 - assisting when children are uncertain e.g., with the meaning of words, spelling, handwriting, presentation.
 - Provide support with personal care tasks (e.g. toileting, feeding, changing clothes, etc) ensuring dignity and comfort of the child.
 - Supporting children's medical needs by administering medication (after training from the nursing team) following child's care plan, and maintaining hygiene standards during such care.
 - Ensure accurate records are kept of medicine administered, along with a colleague as a witness.
 - Supporting the child with use of their hearing aid/cochlear implant throughout the day and in Audiology and Speech and Language Therapy and BSL Therapy sessions.
- To support the child to achieve their Provision Map targets.

2. Behaviour, safety and emotional support

- Establish a supportive relationship with the child concerned, and support with emotional, behaviour and social difficulties, helping them to develop coping and emotional regulation skills.
- To contribute to and follow the school's behaviour policy and support the child in complying with that policy through modelling positive behaviour through consistent reinforcement of appropriate behaviour and social skills.
- To ensure the health and safety of the child and report concerns of accidents/incidents as necessary to the Classteacher/Headteacher.
- To use approved Positive Handling techniques to safely manage and de-escalate behaviour when necessary to avoid dangers to themselves and the child.
- To assist with 1:1 children with transitions during the day at the beginning and end of the day, lunchtimes, in the playground and on educational trips as required.
- To meet the child's physical, behavioural, emotional and social needs, while encouraging independence e.g. help the child change for P.E or swimming, support with toileting, etc.
- To assist the child with aids or specialist/adaptive equipment, e.g. mobility or medical equipment.

To support pupils to follow their individual programmes set by occupational therapy, physiotherapy and multi-sensory specialists, ensuring exercises and activities are performed correctly and consistently.

- To adhere to the whole school policy of Safeguarding each and every pupil.

To support the teachers including the following:

- To provide regular feedback to the Class Teacher on the child's progress in Literacy, Numeracy, language (BSL and English) development and keep brief written records as necessary.
- To upload evidence of pupils' progress and achievements on the school's online learning platform to share with their families
- To liaise with parents as directed by Teachers to foster good links between home and school
- To assist with administrative tasks to support Teachers e.g. photocopying, laminating/finding/preparing/setting resources, displays, etc.

To support the school's sign bilingual practice:

- To support the delivery of the child's individual programme or differentiated curriculum activities through the use of British Sign Language and spoken/written English, PECS, visual timetables, etc.

- To encourage and develop the individual child's communication skills in general.
- To follow the school's Language and Communication policy.
- To encourage and support the child with the care and maintenance of their hearing aid/s or cochlear implant and report any faults if necessary.

To support the curriculum, including:

- To support the individual child's work in any curricular area under the guidance of the Class Teacher.
- To prepare differentiated activities and materials to support the child's learning across the curriculum under the guidance of the Class Teacher.

General:

- To attend 1:1 TA training and other relevant in-service training as and when required, including training specific to pupils' medical needs
- To attend and contribute to all school team or class meetings as directed by the Class Teacher / Headteacher.
- To uphold and promote the school's commitment to equal opportunity, inclusion and diversity.
- To develop activities to promote positive social interactions between pupils during break times.
- To follow the school's safeguarding and child protection policy and procedures at all times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher.