



## **KING JAMES'S SCHOOL**

### **JOB DESCRIPTION**

**POST TITLE: EDUCATIONAL TEACHING ASSISTANT (SEN)**

**GRADE: 6 (SCP 7 – 11)**

#### **PURPOSE OF POST**

To work with the Special Educational Needs and Disability Co-ordinator (SENDCo) to support students who require help to overcome barriers to learning in order to achieve their full potential. This support may be in the classroom or in the Inclusion Area working in small groups or on a one to one basis.

#### **KEY AREAS**

1. Teaching Support
2. Student Support
3. Safeguarding
4. General

#### **DUTIES AND RESPONSIBILITIES**

##### **School Support**

- Work under the guidance of the class teacher and/or SENDCo to support students' learning
- Record student progress in the relevant systems
- Provide one to one support to students or work with groups of students on pre-planned activities, to reinforce the teachers' approach
- Assist, where required, in the planning of learning activities
- Participate and assist in supervision of educational visits
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Having specialist knowledge of equipment in the school and provide instruction on the proper use of that equipment
- Being aware of, and follow, the school's policies and procedures
- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate
- Attend staff meetings and school inset days as required

### **Student Support**

- Undertake activities with either individuals or small groups of students in order to facilitate their physical, emotional and educational developments within a safe environment, usually in the presence of a teacher
- Work to establish supportive relationships with the students and parents concerned in order to facilitate effective communication and partnership between school and home where appropriate
- Carry out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the students' understanding
- Encourage acceptance and inclusion of the student with SEND to support achievement and development
- Promote and reinforce the student's self-esteem and encourage them to maximise their achievement and development
- Contribute to plans, reviews and evaluations of students by writing reports on their progress and attendance at meetings, when required

### **Safeguarding**

- As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

### **General**

- You should carry out your duties with due regard to current and future school's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications
- You may be required to undertake such other duties and responsibilities of an equivalent nature, as determined by the post holder's line manager

**RESPONSIBLE TO:** SENDCo

**RESPONSIBLE FOR:** NONE