

Holy Trinity

**Church of England Primary School**

**Headteacher: Mrs K Bolton**

Bank Top, Darwen, Lancashire, BB3 2RW

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**SPECIAL NEEDS TEACHING ASSISTANT**

**JOB DESCRIPTION**

**MAIN PURPOSE OF THE JOB**

1. To work 1:1 with a child with SEND for the duration of the school day.
2. To carry out negotiated classroom duties which involve the support of individual students or small groups of students, assisting with learning related activities.
3. To supervise students on trips, visits and other out of school activities as directed.
4. To supervise students in the dining hall, playground, clubs and activities.
5. To perform duties and attend meetings as reasonably required.
6. To support and implement the school and LA’s Equal Opportunities policy.
7. To implement the school’s Mission Statement, aims and policies of the school.
8. To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
9. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
10. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**MANAGEMENT**

1. To ensure that the designated member of staff is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
2. To meet regularly with their line manager to share information and discuss issues relating to the effective management of their role.
3. To contribute to whole school planning and curriculum activities.
4. To contribute to whole school planning and delivery of extra-curricular activities.
5. To assist in the development and implementation of individual pupil programmes and lessons.

**CURRICULUM**

1. To provide support to students at appropriate levels under the direction of teaching staff.
2. To ensure a range of teaching strategies are implemented to support the school’s strategic objectives and relevant to individual’s needs.
3. To provide support at appropriate levels according to the students’ Individual Education Plan (IEP) targets.
4. To assist class teachers with the preparation of teaching materials and other resources.
5. To assist class teachers with assessment.
6. To support the curriculum through participation in enrichment activities.
7. To support break times and lunch times.

**TEACHING AND LEARNING**

1. To assist teachers to undertake appropriate programmes of teaching.
2. To assist in the teaching of pupils according to their educational needs, including the planning, implementation and assessment of pupils’ work and progress.
3. To assist in delivering additional learning plans for individual pupils such as therapy programmes or sensory integration programmes.
4. To assist in recording the attendance, progress, development and attainment of pupils and keep records in line with school policy and practice.
5. To contribute to reports (where necessary) for pupils’ statutory assessments, annual reviews, transitions and individual programmes.
6. To ensure the core areas of learning are reflected in the pupil’s daily teaching and learning experiences.
7. To ensure high quality of teaching and learning experiences for all pupils that meets with the internal and external quality standards.
8. To organise, prepare and update subject materials and resources in classes and shared areas of the school.
9. To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.
10. To maintain discipline in accordance with the schools’ procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

**PASTORAL**

1. To promote the general well-being and pastoral care of individual pupils and liaise with staff when appropriate.
2. To encourage pupil attendance in lessons and encourage pupils to be full participants of the school community and aspects of school life.
3. To evaluate and monitor the emotional well being of pupils.
4. To follow the school behaviour policy and implement accordingly.
5. To communicate as and when appropriate, with parents, professionals or bodies out of school concerning the welfare of individual pupils.
6. To contribute to the development and teaching of the PHSE and citizenship curriculum.

**ETHOS**

1. To actively commit to Holy Trinity’s vision, values and mission and encourage all staff and pupils to follow this example.
2. To support and contribute to high quality displays throughout the school.
3. To assist with and encourage students to participate in various playground activities.
4. To encourage positive behaviour from students as in the school’s behaviour policy.

**SAFEGUARDING**

To be responsible for promoting and safeguarding the welfare of all children and young people in the school.

**OTHER DUTIES**

1. To take part in appropriate marketing activities such as parent evenings, review days and links with other schools.
2. To contribute to maintaining and developing effective links with outside agencies.
3. To comply with the school's Health and Safety policy and carry out the necessary risk assessments.
4. To understand and demonstrate practice of equalities and diversity.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors and telephone callers.