

ALDRYNGTON PRIMARY SCHOOL
SUMMARY JOB DESCRIPTION



Post: SEN Teaching Assistant - Grade 3
Responsible to: Class teacher

Job purpose: To support the learning and needs of pupils within a class environment, working on a one to one, group and whole class basis so that academic and wider learning is maximized.

DUTIES AND RESPONSIBILITIES

Daily

- Ensure pupil safety at all times
- Work in accordance with safeguarding and confidentiality protocols
- Help children to settle into the early morning routines
- Use pre-agreed systems such as a visual timetables
- Support pupil integration throughout the day
- Ensure personalised reward systems are applied consistently
- Support the delivery of an individualised / standard curriculum
- To modify work set by the class teacher if necessary
- Carry out assessments in line with school policy
- Provide feedback to the class teacher and parent using agreed systems
- Contribute to review meetings either in person or through the provision of information to the report writer/ person attending the review meeting
- Assist the class teacher with the collection, recording and compiling of assessment evidence or other individualised programmes as appropriate
- Share with all staff the responsibility for the environment and people of Aldryngton Primary School
- Assist with off-site visits, special occasions such as Christmas productions and learning in separate areas of the school such as the ICT suite.

As required

- Attending staff meetings and in-service training as agreed such as safeguarding and topics relevant to support the named pupil
- Administer basic first aid
- Completing administrative tasks such as photocopying, filing and preparation of classroom / educational materials
- Support other pupils as directed in the event of the named pupil being absent from school
- Any other reasonable duty through prior discussion with the post holder

November 2024