



Post Holder:

Job Title: Special Educational Needs Teaching Assistant (SENTA) -20 hours

Working hours: 9.00 -1.00pm

This job description outlines the main duties and responsibilities a Teaching Assistant for a child with an Education Health Care Plan at St Andrew's Church of England (Voluntary Aided) Infant School.

Salary: Scale 3- 4, dependant on experience (£9.36 - £9.55 per hour)

Range of decision-making:

You will be expected to make 'common-sense' decisions about the education and welfare of pupils and the above named child, under guidance received from Class Teachers, the Inclusion Coordinator, the Deputy Headteacher and the Headteacher.

Range of Duties:

1. To work unsupervised as directed by the Headteacher, Head of School or Class teachers.
2. To attend to the welfare and social well-being of the named child and to be aware of their needs regarding cleanliness and tidiness, clothing and footwear, discipline and behaviour, safeguarding and Child Protection in line with the school's policies.
3. To help to plan and prepare work alongside the class teacher.
4. To carry out learning activities effectively as directed by the classteacher or SENDCO.
5. Communicate appropriately with children, making instructions clear and simple to ensure they understand the task set and re-explain if necessary
6. To observe the way pupils are responding and interacting and support those who may be having difficulties
7. Encouraging participation of all children and families.
8. Promoting independence.
9. Supervision of children over playtime along with a member of the teaching staff.
10. To comfort and care for pupils who have soiled themselves and to deal sympathetically with those who are ill, and meeting individual's needs (under the guidelines of the Calderdale Intimate Care Needs Guidance, 2010)
11. To give first aid to children with minor injuries received during the school day and to report incidents/actions according to school policy.
12. To undertake training and the administration of any medicines to meet the needs of individual pupils as detailed in their Health Care Plans.
13. To escort and supervise children on out of school activities, which may or may not be under the supervision of a member of the teaching staff.
14. To help children find lost/misplaced items or clothing.
15. To assist in the preparation of classroom materials e.g. paint, flashcards, workbooks, worksheets, visual aids, ICT equipment etc.
16. To help organise and maintain classroom/school equipment.

17. To assist the Class Teacher in maintaining classroom cleanliness and tidiness.
18. To help maintain the classroom stockroom and keep stock at an appropriate level.
19. To assist in the display of pupils' work.
20. To work with individuals or groups of children under the direction of the Class Teacher.
21. To assess individuals or groups of children under the direction of the Class Teacher.
22. To support children with Special Educational Needs, liaising with the Inclusion Coordinator to discuss the progress of targeted pupils as appropriate
23. To treat each child's efforts with respect and to record children's achievements in accordance with school policy.
24. Help maintain discipline in the classroom, in the corridors, outside and when on visits.
25. To support the Class Teacher and fit in with his/her ways of working.
26. To be aware of school policies with regard to curriculum and pastoral matters.
27. To help the Headteacher and Staff in laying the foundations for the future mental, physical, moral and spiritual development of each child by supporting the Christian ethos of the school and by attending daily worship.
28. To help establish and maintain a relaxed working atmosphere where high standards are encouraged.
29. To support the Governors, staff, children and parents by being a member of a team.
30. To be adaptable and show common sense.

In addition:

31. To establish a comfortable relationship with the child's parents, following the lead of the class teacher.
32. To maintain confidentiality in all issues relating to the above named child.
33. To escort and supervise the named child on out of school activities, under the supervision of a member of the teaching staff.
34. To be familiar with the named child's current IEP (Individual Education Programme).
35. To work individually with the named child or with groups of children including the named child, under the Class Teacher's direction.

Voluntary:

1. To attend Staff, School Development Meetings and out-of-school activities.
2. To attend teaching and non-teaching staff training for which there may be negotiation of hours or additional payment made.
3. To undertake or offer any activity, which you feel, would benefit groups or all of the children and extend and enrich the life of the school.

Note 1

This job description may be amended at any time after consultation with you or if the child's statement is altered/withdrawn by the Local Authority.

Note 2

The Governors of a Voluntary Aided School are the employers of the staff.