



Andrews Lane Primary & Nursery School

Job Description: Teaching & SEN Support Assistant

Pay Grade: H3

Temporary - Term time only

Purpose of the role: This role requires you to be flexible and undertake working in more than one year group at times. You will work with teachers across the primary phase in supporting teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff. You will be at times responsible for some learning activities within the overall teaching plan.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Support the school's work in safeguarding all pupils

Teaching Assistants may also undertake some or all of the following:

- Work with individual pupils with special educational needs who may not be working to a normal timetable
- Work with pupils for whom English is not their first language
- Work with more able pupils
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Support the assessment process, for example SATS
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development

- Provide additional care for pupils with particular needs as part of a planned programme and help maintain formal records. Under the direct instruction of specialists to carry out physiotherapy programmes, provide minor first aid treatment, assist pupils with feeding or breathing difficulties, epileptic seizures, attend to any intimate care needs or other immediate physical needs.
- Administer medication in accordance with an agreed healthcare plan
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom
- Provide short term cover supervision of classes
- Provide some play time cover
- Flexibility to support teachers and pupils across the school in order to meet any changing or unexpected needs

Additional information:

As part of the Andrews Lane School team, the jobholder is required to contribute to and support the overall aims and ethos of the school

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

KNOWLEDGE, EXPERIENCE AND TRAINING (desirable but not compulsory):

<p>Knowledge NVQ level 2 in numeracy & literacy (or equivalent) Intermediate knowledge of ICT Basic knowledge of Health, wellbeing and safety Awareness of Keeping Children Safe in Education (2024) Basic knowledge of First Aid Awareness of Data protection and confidentiality Understanding of the School's ethos and values</p>	<p>Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation</p>
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