

## DURHAM TRINITY SCHOOL & SPORTS COLLEGE

### ENHANCED TEACHING ASSISTANT (SEN)

#### JOB DESCRIPTION

<b>Post:</b>	Enhanced Teaching Assistant (SEN)
<b>Grade:</b>	6
<b>Responsible To:</b>	Head Teacher
<b>Job Purpose</b>	<p>To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for classes where all pupils have special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including, in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.</p> <p>To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required.</p> <p>To encourage pupils to become independent learners, to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.</p>

#### **Duties and Responsibilities**

##### Support for Pupils, Teachers and the Curriculum

- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required.
- Attend meetings as appropriate to provide feedback about individual pupils to a variety of professionals and parents.
- Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within own class.

- Supervise the work of other support staff/trainees where appropriate.
- Be responsible for the preparation and monitoring of materials and resources, to regularly keep pupils files up to date and support teachers with EHC and 'My Plan' outcomes.
- Provide specialist support to pupils with complex needs and possibly life limiting conditions.
- Accompany teaching staff or lead small groups and take responsibility for pupils on visits, trips and out of school activities as required.
- To deliver learning activities and implement strategies for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils.
- To be aware of and work within school policies and procedures.
- Provide support to pupils who have a range of difficulties including communication, physical or social, emotional and mental health difficulties and also where English is not their first language, taking into account advice and programmes provided by other professionals.
- Supply specialist support with direction and guidance from teaching staff allowing pupils to access the curriculum and to participate fully in school activities.
- Assess record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Ongoing guidance and support to pupils in their social development and their emotional well-being, reporting problems to the appropriate person.
- Establish and maintain relationships with families, carers and other professionals eg speech therapists.
- Be aware of and work within school policies and procedures.
- To support the invigilation of examinations and tests.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- On-going guidance and support to pupils in their personal, emotional and social development.
- Prepare and present displays.
- Assist with the supervision of pupils before school, break times, lunchtimes and after school clubs if required.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.

- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate timely referral to health service in emergency situations.
- May be asked to administer medication subject to agreement and in line with school policy.
- Provide support for pupils with challenging behaviour management taking account of support plans and risk assessments.
- Support pupils to develop their skills of independence, resilience and confidence.
- Contribute to and assist in planning, organising and support plans including attendance at and contribution to reviews where applicable.
- Work with pupils not working to the normal timetable.
- To supervise pupils in bus lines and escort them safely to their designated transport (if this is a requirement of the school)
- Support the use of ICT in the curriculum.
- Maintain a clean, tidy and safe learning environment.

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- To attend morning briefings, staff meetings and parents evenings as required.
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Hydrotherapy, Rebound, Moving and Handling, Team Teach, Basic First Aid, Midas, PECs.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.