

Delapre Primary School



Job Description for Teaching Assistant Special Educational Needs

Job Purpose: To support the Headteacher and Class teachers by carrying out their duties effectively in order to aid the efficient organisation and operation of the school.

To enhance the learning opportunities of all children in the class through group and individual support, both educationally and emotionally

Main Responsibilities:

1. To work with a child who has medical and/or learning difficulties, as well as within a class situation.
2. To provide appropriate activities through organisation, preparation or creation of resources and materials, contributing to teachers' planning when possible.
3. To take responsibility for small groups of pupils both in and out of the classroom under the direction of the class teacher, and to support teaching staff in the supervision and welfare of pupils both in school and in the wider community.
4. To contribute to the children's emotional well-being and motivation through regular praise, encouragement and positive inter-action.
5. To assist in the development/implementation of appropriate systems for recording activities and monitoring progress.
6. To provide regular feedback to the class teacher and Special Needs Co-ordinator.
7. To communicate effectively with outside agencies in order to meet the needs of the pupils.
8. To foster good home-school links through liaison with parents, when appropriate, respecting the confidentiality of issues relating to children and staff.
9. To undertake any professional development opportunities offered and apply the acquired skills and knowledge in day-to-day activities.
10. To develop and maintain the classroom and associated areas as organised, stimulating and tidy environments, in consultation with the class teacher.
11. To be proactive in identifying other duties to aid the smooth running of the school e.g. keeping resource areas tidy.
12. To undertake any other reasonable duties as requested by the Headteacher.

I have read and agree with the job description above.

Signed Date

Print Name