

DISS HIGH SCHOOL

TEACHER ASSISTANT JOB DESCRIPTION

Job title: Teaching Assistant

Responsible to: SENCo

Purpose of job: To assist in the support and inclusion of children with Special Educational Needs.

Duties:

Supporting pupils.

To carry out duties as directed by the SENCO to include in-class support, small group work and 1-1 work to meet the individual child's physical needs.

To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the child/ren to be supported.

To aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:

- establish a supportive relationship with the child/ren concerned to build self esteem.
- encourage acceptance and inclusion of the child with special needs.
- clarifying and explaining instructions
- ensuring the child/ren is/are able to use equipment and materials provided
- motivating, encouraging and developing a good working relationship with the pupils
- assisting in weaker areas as identified, e.g. language, behaviour, reading, spelling, handwriting/presentation
- helping pupils to concentrate and finish work set
- meeting physical needs as required whilst encouraging independence
- liaising with class teacher and SENCO regarding the development of a suitable programme for the child/ren and providing information towards their individual education plans (IEPs). To contribute to the evaluation of the individual child's support programme.
- developing appropriate resources to support the child/ren.
- assisting with supporting pupils in exam conditions.