



## Teaching Assistant Job Description

**Job Title:** Teaching Assistant/1:1 SEND Support  
**Responsible to:** Class Teacher/Head Teacher  
**Grade:** NJC – Grade 3

### Job Purpose

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him to make the best use of the educational opportunities available to him.

### Duties and Responsibilities – Support for Pupil

- To aid the pupil to learn as effectively as possible both in group and on their own.
- To establish a supportive relationship with the pupil concerned.
- To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To deliver any programmes suggested by outside agencies to develop the pupil's communication skills.
- To support the pupil in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes/APP's to support learning.

### Duties and Responsibilities – Support for the Teacher

- To provide regular feedback on the pupil's learning and behaviour to the teacher and SENDCO, including feedback on the effectiveness any strategies adopted.
- Under direction of the class teacher, carry out and report on systematic observations of the pupil to gather evidence of their knowledge, understanding and skills.

### Duties and Responsibilities – Support for the School

- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc....
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To contribute towards reviews of the pupil's progress as appropriate.

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- To comply with legal and organisational; requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To take part in training activities offered by the school to further knowledge and skills of working with a pupil with specific learning difficulties.
- To accompany teacher and pupils on educational visits.

Reviewed January 2024