



TEACHING ASSISTANT JOB DESCRIPTION

Job Title: Teaching Assistant

Responsible to: SENDCO

Main Purpose: To provide academic support in school for staff and pupils as directed by the SENDCO. If appropriate, the right candidate might also support the boarding provision in return for school accommodation.

Roles and Responsibilities:

- To provide learning support in academic lessons.
- To develop knowledge of the particular needs of those on the SEND register and seek advice from SENDCo or the class teacher.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by SENDCo, an Educational Psychologist or other outside agencies.
- To support the pupils' social development and engagement.
- To motivate and encourage pupils to participate in activities they may be unsure of.
- To provide positive reinforcement, praise and rewards.
- To facilitate small group activities under direction from the class teacher.
- To attend in-service training, professional development and meetings relevant to the post in order to keep up-to-date with developments in working with children with special educational needs.
- To provide regular feedback to the class teacher or SENDCo about the pupils' progress.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability, discrimination and special educational needs.
- To maintain confidentiality and sensitivity.
- To build upon pupils' self-esteem, happiness and sense of security within the school environment.
- To staff a lunch table for younger pupils from Reception to Year 4.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672