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**Teaching Assistant (SEND) Post**

**Job Description**

We are looking to employ a dedicated, compassionate, flexible and hard-working staff member who can fully embrace the inclusive ethos of Etchells Primary School.

**Main duties**

* Supporting children with communication, emotional and personal care needs;
* Supporting pupils with EHCPs with their learning and development, both in the classroom and the Resource Base throughout the school day;
* Work under the guidance of teaching staff, Inclusion Manager and outside agencies in order to implement and evaluate agreed work programmes.

**Specific duties**

* To develop an understanding of the needs of the pupils whom you are supporting and as a result of this, recognise how you can support them in reaching their full potential;
* To encourage pupils to interact and work cooperatively with others, thinking creatively in order to engage pupils in their learning;
* To assist with the development, implementation and evaluation of SEND Support Plans;
* Provide feedback to pupils and other team members in relation to progress and achievement;
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined targets;
* To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews as requested;
* To undertake the marking/annotation of pupils’ work and accurately record achievement/progress on a regular basis;
* To liaise sensitively with parents as agreed with the class teacher and SENDCO;
* To follow advice and procedures regarding the safe moving and handling involved in children's care;
* To be thorough in record keeping when administering medicines.

**General duties**

* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
* To resource, deliver and assess progress in completing therapy programmes provided by the specialist service where needed;
* To meet the medical, physical, emotional and behavioural needs of all pupils in a caring, consistent and a professional manner. This includes toileting, assisting with wheelchair use, lunchtime support and administering medication (30 minute lunch break is given);
* To be a flexible team player;
* To be committed to safeguarding and promoting the welfare of all children.