

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION – 1-1 INTEGRATION ASSISTANT FOR SEN PUPILS

Line Manager is the Vice Principal/Senco

Job Purpose

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of a Specific Sen pupil including the provision of specialist skills as appropriate. Working closely with all colleagues for planning and moderation including the Senco.
- To uphold and support the Catholic ethos and mission of the school.

Duties and responsibilities

Support for pupil (either individually or in group)

- Support the activities of the individual.
- Establish and maintain relationships with individual pupils and groups
- Contribute to Pupil profile targets and EHC Annual review meetings.
- Support pupil during learning activities
- Promote pupils' social and emotional development
- Contribute to the health and well being of pupils.
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Support children with specific needs for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- To deal with the personal care/ toileting needs of the child when needed.

Support for the teacher(s)

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environment (indoors and outdoors)
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records and home/school contact book.
- Support the maintenance of pupils' safety and security.
- Provide administrative support for the SEN pupil, for example produce worksheets, Makaton pictures, signs etc.
- Reports to class teacher and other colleagues /Senco on day to day matters

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice.
- Give general support to school activities
- Promote the Catholic ethos of the school

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes in contact with
- To ensure their task are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parent's evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Specific Duties

- To voluntarily administer basic first aid as necessary and advise on the treatment of accidents as requested by the Principal.
- To assist the child in the event of a toilet accident or sickness.
- To attend INSET in order to keep up to date.

Professional Development

To take responsibility in identifying personal development needs, alongside those identified from feedback from colleagues and school priorities.

This job description was done in consultation with the post holder and Principal to be reviewed annually or before if necessary.

Signed by _____ Teaching Assistant

Signed by _____ Principal

Dated _____