

CATTON GROVE PRIMARY SCHOOL
Striving for Excellence

JOB DESCRIPTION

SEND Teaching Assistant (One to one)

This role is for an SEND TA to work one to one with pupils in KS1/KS2 who have EHCPs and/or identified SEND. You will be working collaboratively with the parents, class teachers, SENCO and other professionals to ensure the needs of the pupils are met.

This job description outlines the way we at Catton Grove Primary School expect practitioners to exercise professional conduct associated with their contract of employment.

1 PURPOSE AND SCOPE:

- 1.1** To provide a high standard of physical, emotional, social, and intellectual care for children placed in the setting.
- 1.2** To give support to all pupils and staff in the setting.
- 1.3** To implement the daily routine in the classroom and around the school site to ensure the health and safety of all children and adults.
- 1.4** To become a significant person to the children in the setting and provide them with a safe, caring and exciting environment.
- 1.5** Liaise with other agencies when appropriate.

2 PRINCIPAL RESPONSIBILITIES:

- 2.1** Attend planning and other meetings, when appropriate. Supporting with resources and setting up the classroom ready for learning.
- 2.2** Support an individual pupil during whole class and group work. Support them in developing expectations of acceptable personal and social behaviour, and work with the child on tasks to help make them part of the learning experience.

2.3 Demonstrate enthusiasm, imagination, energy and patience when working with pupils.

2.4 Attend to the personal and social needs of the 1:2:1 pupil, alongside the class teacher and SENCo. Work collaboratively in a team to ensure the provision detailed on the pupil's EHCP is met, including any special requirements depending on the nature of the pupil's special needs.

2.5 Under agreed setting procedures, give first aid/medicine where necessary.

2.6 Efficiently prepare, maintain, and use classroom resources and equipment, including organising the use of audio/visual equipment, to support the efficient deployment of setting resources. This includes supporting children with sensory play where appropriate.

2.7 To actively safeguard all children and young people in the workplace, ensuring setting policies and procedures are observed at all times.

2.8 Support, work alongside and engage with, all staff in order to encourage a strong staff team and ensure the setting ethos is fulfilled.

2.9 To be flexible within the working practices of the setting. Be prepared to help where needed, including to undertake domestic jobs within the setting, such as; preparation of snacks, cleansing of equipment etc.

2.10 To ensure the setting offers a high-quality environment to meet the needs of individual children from different cultures and religious backgrounds, and stages of development.

2.11 To be aware of the high profile of the setting and to uphold its standards at all times.

2.12 To support the pupil in the preparation, organisation and implementation of setting events. This includes trips, progress days, parent events, and welcoming visitors into the setting etc.

Signed

Date 25.04.24

Catherine Lorne

Headteacher