

<p>GRADE: ENTRY2EMPLOYMENT DEPARTMENT: Education Special Schools</p>	<p>HOURS: 37 per week, term time only (plus teacher training days) LOCATION: Sherbourne Fields School</p>
<p>Job Purpose:</p> <p>To support pupils with Special Educational Needs and Disabilities (SEND) in accessing learning and participating fully in school life under the direction of the class teacher AND Phase Leaders.</p> <p>The postholder will assist with educational, emotional, behavioural, and personal development needs while undertaking a Teaching Assistant apprenticeship qualification.</p>	

Main Duties and Responsibilities

- Supervise and support the teaching activities of individuals or groups of children to ensure their safety and support their learning, physical and emotional development.
- Undertake those activities necessary to meet the learning, physical and emotional needs of individuals and groups of children with special educational needs.
- Monitor individual pupil’s progress, achievements, problems and condition, reporting to the responsible teacher as appropriate
- Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
- Undertake supervision and behavior management of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil’s self-esteem through praise and encouragement.
- Prepare and maintain equipment and teaching resources for lessons and activities when required.
- Ensure that pupils are able to safely use equipment and materials provided.
- Attend and participate in relevant meetings as required.
- Prepare and/or clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils’ work.
- Provide support to the classroom teacher by undertaking photocopying, filing and recording.
- Assist at an appropriate level and within the school’s protocols, with the provision of general care and welfare of pupils.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
- Assist with the implementation of programs designed by other professionals such as educational psychologists and speech and language therapists.

- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate.
- Attend professional development activities as required.
- Any other duties and responsibilities within the range of the salary grade.

Postholder reports to:	Deputy Headteacher/Phase Leader
Support to:	Students
Level of Supervision:	Under the direction of the class teacher
Responsible for:	N/A
Hours of work:	37 hours per week, term time only (plus teacher training days)