

Gosden House School
Bramley
Guildford
Surrey GU5 0AH



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JOB PROFILE

SEN Teaching Assistant

Equal Opportunities

This Job Profile is operated within the guidelines and Conditions of the school Equal Opportunities Policy.

Purpose of Post

Classroom

The position of Teaching Assistant allows for a flexible and developmental approach to working with children in accordance with the aims of the Gosden House School Vision.

Key activities and Responsibilities

Classroom

- To support the class teacher with their responsibility for the development and education of children with additional needs.
- Carry out routine tasks to organise and maintain the learning environment.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.
- To take an active role in forward planning with teachers and therapists.

Pupil Support

- To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.
- Ensure all wellbeing, behaviour and personal development of pupils.
- May carry out personal care and/ or medical routines as appropriate.
- To participate in the supervision of pupils during break and lunchtimes as appropriate.
- To encourage pupils to be independent learners.

Expectations

- To uphold the values and behaviours of the organisation.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- To maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of themselves and others.
- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.

- To have regard to and comply with safeguarding policy and procedures.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.