**JOB DESCRIPTION**

**SEN Teaching Assistant**

**May 2022**

**Equal Opportunities** This Job Profile is operated within the guidelines and

 Conditions of the school Equal Opportunities Policy.

**Purpose of Post**

The position of Teaching Assistant allows for a flexible and developmental approach to working with children in accordance with the aimsof 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, and 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.