

**Job Description:** **SPECIAL NEEDS TEACHING ASSISTANT**

**Responsible to:** **Class Teacher/Assistant Head Teacher/ Teaching Assistant Manager**

### **Duties and Responsibilities**

1. To support the teacher with preparation, display and general classroom duties, including the organisation and development of class planning
2. To implement individual programmes. This may involve writing or contributing to individual education plans
3. To assist with the range of education activities designed to meet the needs of the individual or small group of pupils to whom you are from time to time assigned. This will from time to time include direct teaching/instruction of small groups, the programme being overseen by a teacher
4. To assist, whenever necessary, with personal hygiene, advice and guidance to pupils. This will include acting in the role of carer at times
5. To work within agreed timetables of school and pupil activities and to maintain all appropriate written records as necessary and as directed
6. To monitor and evaluate programmes on a daily basis
7. To attend and contribute to all relevant meetings and case reviews verbally or in writing as directed
8. To work in a multi-disciplinary environment supporting the work of the teacher and demonstrating a positive and supportive attitude to teamwork activities
9. To adopt and follow all school policies and to be aware of Equal Opportunities and Health and Safety legislation

You as an employee are required by the Health and Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Co-operate with the Company to ensure compliance with the law;

And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.

- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.
10. To participate in training to improve skills and knowledge relevant to the needs of the post.
  11. To manage and support students with challenging behaviour, this includes the appropriate use of physical intervention in line with School policy.
  12. You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
  13. To liaise with other SENAD staff and any external agencies as may be directed
  14. To undertake any other duties within the competency of the post as determined by the Head teacher

**Signed:** .....

**Head teacher**

**Date:** .....