

# ST MARTIN'S PREP SCHOOL

## 1:1 EYFS SEN TEACHING ASSISTANT JOB DESCRIPTION



### Job Role

- To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.
- To support and assist the class teacher in classroom learning.
- To have experience in working with children with complex needs, particularly in the Early Years.
- To promote the aims and objectives of the school and maintain its philosophy of education.

### Main Duties & Responsibilities

Under the supervision and with the support of the class teacher and the school SENCO, you will be expected to:

- To create and manage a caring, supportive, purposeful and stimulating environment
- which is conducive to children's learning.
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate.
  - Be able to work collaboratively with a variety of agencies, to follow advice given by
  - Behaviour Specialists (ABA), Speech and Language Therapists and Occupational Therapists.
  - Providing additional nurture to individuals when requested by the class teacher or SENCO/other agencies.
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.

- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the Classroom
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO/other agencies including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- Where appropriate, to know and apply positive handling techniques
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with teachers and others where necessary over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist, where necessary.
- To continue professional development and develop educational interest
- To support the Headteacher and Senior Leadership Team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote the British Values, including equality and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

## Additional Requirements

- We are looking for a pragmatic and professional individual who has experience working within the Early Years and with SEN.
- To bring innovation and ideas to help transform the School.
- To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.
- St Martin's Prep follows safe recruitment procedures and any candidates who are offered the job will be subject to proof of identity, an enhanced DBS check, references and declarations of medical fitness and disqualification by association.