

**ST JOSEPH THE WORKER CATHOLIC PRIMARY SCHOOL, KIRKBY**

**J O B   D E S C R I P T I O N**  
**SPECIAL NEEDS SUPPORT TEACHING ASSISTANT**

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To safeguard children and promote their welfare.
2. Through discussion and training to be familiar with the children's needs.
3. To support the objectives agreed in the statement of SEN for a particular pupil.
4. To assist in the management of school organisation, including pupil movement around school.
5. In consultation with the class teacher and SENCO, to run teaching programmes to small groups or 1:1.
6. To offer feedback and suggest development for future activities.
7. To assist in record keeping, including the development of IEP targets and Records of Achievement.
8. To provide support / time for the teacher to see to an individual need.
9. To assist pupil[s] in developing self-help skills and autonomy such as dressing/undressing for PE/swimming, common courtesies, hygiene etc.
10. To raise self esteem of the pupil[s].
11. To assist in the preparation of materials and where appropriate adapt them for individuals or groups of pupils.
12. In consultation with the class teacher, to organise resources.
13. To support and assist in off-site activities such as school trips and swimming.
14. To undertake relevant training.
15. To share in the corporate responsibility for the well being and discipline of all pupil[s] having due regard to the school's Mission Statement, aims, objectives and scheme of work, statutory requirements and any policies of the Governing body.
16. Assist the teacher in playground supervision during breaks and supervise indoors on wet days.
17. Other reasonable tasks in support of teachers, staff of the school at the discretion of the Headteacher.

**TO WHOM RESPONSIBLE**

Headteacher, Deputy Headteacher, class teachers.

This job description may be amended at any time after discussion between the named Special Support Assistant and Headteacher.

Signed ..... TA ..... Headteacher