



## **Loudwater Combined School**

### **Job Description: Teaching Assistant to support a pupil with social, emotional and mental health needs**

Post holder reports to: Class teacher, Special Educational Needs Co-ordinator and Head teacher.

#### **Main purpose of the role**

- To Support a named pupil who has an Education Health Care Plan for their social, emotional and mental health needs.
- To assist the class teacher and other staff in carrying out an appropriate planned programme of work to meet the needs of the particular child enabling him to reach his full potential.
- To assist the child's integration into the rest of the class/group.
- To encourage and support the learning process of the child both on a one-to-one basis and within a group.
- To assist in the monitoring of the child's performance and to report progress.
- To provide feedback to enhance the child's self-esteem and to encourage acceptable behaviour.
- To care for the safety, well-being and hygiene of the child.
- To liaise effectively with all staff in the school.

#### **Summary of the Responsibility and personal duties**

##### **Key Areas**

##### **Curricular Activities**

- To work with the child individually or in a group on a programme of activities planned and directed by the teacher.
- To work with other children, where it is in the child's interest to work individually with the class teacher or to develop independent learning.
- To work with the pupil to support and develop their reading skills, English skills and Mathematics skills.
- To undertake specific programmes to promote social skills, speech and language skills and motor skills.
- To provide reports and attend review meeting as required.
- To liaise and communicate with outside agencies as required.

##### **Support for Children with social, emotional and mental health needs.**

- To help the child to focus his attention and keep on the task.
- To help the child develop positive relationships with other children and adults.
- To be ready to listen to the child and offer appropriate support when necessary.
- To use techniques of reward and time out as part of a behavioural programme.
- To provide information for behavioural records and report back as required.
- To liaise supportively with parents providing information and signposting services.
- To support and implement school behaviour policy.
- To attend an after-school club in order to support the inclusion of the child in this area.
- To undertake such other duties related to the school and appropriate to the school.

**Health and Safety**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Comply with any health and safety issues linked to the child's needs.

**Continuing Professional Development**

- In conjunction with the Special Needs Co-ordinator, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Participate in the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

Job description agreed correct by:

Postholder: Signed: ..... Date.....

Headteacher: Signed: ..... Date...