



The Schelwood Trust

Herschel Grammar/Beechwood School
Job Description – Special Educational Needs (SEN) Teaching Assistant for a Visually Impaired Student

Responsible to: SENDCO

Main purpose of the job

The post will initially report to the child's classroom teacher and is accountable to the SENDCO

Key Responsibilities

- To assist the classroom teacher in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.
- To be responsible for providing support to a visually impaired child.
- To work with an individual child with visual impairment, as directed by the class teacher and/or SENDCO, to support subjects and learning across the school curriculum;
- Assist with the development and implementation of the pupils' Individual Education/Behaviour Plans and Personal Care programmes;
- To support the pupil in being included in the full range of school activities;
- To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
- To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of the child and respond to them effectively;
- To assist the class teacher/SENDCO with the planning, development and delivery of suitable programmes of work for the child;
- To carry out informal and formal assessments of the child;
- To support and advise parents, classroom teachers and colleagues in classroom management, lighting, modification/enlargement, additional equipment, materials and skills;
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them;
- To provide regular feedback and assessment information to the class teacher in relation to the child;
- To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
- To provide welfare support to the child, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
- To work closely with outside agencies, using their guidance to develop and refine effective provision for the child;
- To assist with general school duties which may include setting up classrooms, preparing resources and

displays, tidying and clearing away, supervision of children during playtimes and supervision of children entering and leaving school premises;

- Set challenging and demanding expectations and promote self-esteem and independence
- Undertake training in order to develop specific skills required to support a blind child in their learning, including in learning Braille.

Other Duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Supporting the School

- To support the aims, values and policies of the school and participate in a team approach to all aspects of school life, promoting and modelling the ethos of the school.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of the equal opportunities and behaviour policies of the school and apply them.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To attend and contribute to regular staff meetings and in-service training as required, and identify areas of personal practice and experience to develop.
- To take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Herschel Grammar/Beechwood School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children (July 2018)" and Keeping Children Safe in Education (September 2021)" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.