



Job Description – SEND Teaching Assistant part-time

Purpose of job:

To work closely and assist the Pre-Prep Learning Development Manager to support the children in the Pre-Prep School.

Line Manager:

Pre-Prep Learning Development Manager

Responsible to:

- The Head
- The Pre-Prep Head
- The Governing Body
- Head of Learning Development

Other key relationships:

- External agencies
- Deputy Head of Pre-Prep
- Head of Pre-school

Key responsibilities:

Supporting Teaching and Learning

- To carry out interventions with groups of children or individual children in the Pre-Prep from age 2 to age 7.
- To undertake and record observations of children within the classroom setting to provide evidence for needs.
- To update information related to interventions and outcomes & observations on Provision Map.
- To carry out recommendations from specialist's reports and review the effectiveness of the recommendations with teachers and the Learning Development Manager.

Pastoral Care

- To support the SEND for St Michael's Early Years, Pre-school as outlined in the EY Framework.
- To keep up to date with latest developments in SEND.



Communication

- To help assess children's needs, working closely with teachers and TA's and reporting back to the Learning Development Manager.
- To review children's progress with teachers and TA's and report back to the Learning Development Manager.

Teamwork

- To work closely with the Pre-Prep Learning Development Manager and the St Michael's SENDCO in timetabling the SEND provision for the Pre-Prep children.
- To help the Pre-Prep Learning Development Manager collate data for reports as needed.
- The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.