

SEMH Teaching Assistant Job Description

School: Bowhill Primary

Salary Grade: C

Hours: 27.5 hours per week

Title: SEMH Teaching Assistant

Main purpose of the job

To take a pro-active role in the support of the social and emotional needs of the pupils; to support the children and the school through the provision of assistance to the teacher in the practical organisation of activities and small group work. To meet the needs of pupils with specific social and emotional education needs.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Duties and responsibilities:

- To assist individuals and small groups of children in social and emotional development and learning.
- To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feed back any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person specification - SEMH Teaching Assistant

Essential	Assessed through
NVQ 2 for Teaching Assistants or equivalent qualifications/experience	Application
Basic understanding of child development and learning	Application/interview
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil engagement	Interview
Good interpersonal skills	Interview/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of working with children	Interview
Commitment to further professional development and learning	Application/references
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	Application/references/interview
Evidence of having effectively supported children who have SEMH needs	Application/interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview