

## **JOB DESCRIPTION**

**POST TITLE:** SEMH Mentor/Teaching Assistant

**GRADE:** 7

**MAIN PURPOSE:** To support young people aged 11-18 years old who need help overcoming barriers to learning, where behaviour, engagement and attendance issues are a cause for concern.

**RESPONSIBLE TO:** Special Educational Needs Co-ordinator

### **Duties**

#### **a) Supporting the Pupil**

- Under the direction of the Class Teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Encourage and promote the inclusion and acceptance of all pupils.
- Assist with the development and implementation of IEPs.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Be able to set academic tasks and monitor their learning (with assistance from subject specialists)

#### **b) Supporting the Teacher**

- Work with the Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, e.g. IEPs.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Undertake support activities for the teacher as required.

#### **c) Supporting the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, catchup programmes make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Provide additional tuition for children who need extra support with ICT.
- Help pupils to access learning activities through specialist support.

#### **d) Supporting the School**

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.

- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise, and use them to advise and support others.

### **EQUALITY OPPORTUNITY**

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

### **SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.