



Job Description SEND Teaching Assistant

Reports to: SENDCo (Special Educational Needs Co-ordinator)
Hours: 32hrs 30mins (8:15am - 3:15pm Monday to Friday) / term time only
Grade: 3

Main tasks/responsibilities

- To provide support for pupils in school with special educational needs
- To provide support for teachers
- To adhere to the Supporting Teaching & Learning National Occupational Standards
- To carry out all duties in line with the school's policies and procedures
- Work with pupils with Special Educational Needs according to the needs specified in their EHCPs
- Liaise with the class teacher and SENDCo and keep them informed of progress and any concerns

Teaching & Learning

- To support the learning needs of the pupil, both in and out of the classroom, under the general direction of the class teacher.
- To attend school visits and outings, when necessary.
- To assist in the preparation and/or adaptation of teaching materials which facilitates the pupil's access to the curriculum.
- To ensure that the planned programme of activities is implemented and to undertake specific tasks with the pupil.
- To provide the class teacher and SENDCo with regular updates on the pupils' progress
- To contribute to pupils' records where appropriate

Pupil Support

- Establish constructive relationships with pupils, communicate and interact with them according to individual needs and promote the inclusion and acceptance of all pupils
- Prepare and maintain a safe environment for all and deal with accidents, emergencies and illness according to school policy and encourage children's positive behaviour at all times
- Encourage and enable pupils to interact and relate to others and engage in activities led by the teacher
- Provide a supportive and challenging environment, enabling children to take risks safely
- Support all children, including those with disabilities or special educational needs, by providing care and encouragement enabling participation and access to learning activities and experiences
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Encourage children's self-reliance, self-esteem, resilience and independence
- Use technology to support pupils' learning and develop pupils' competence and independence in its use
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Support pupils to develop their reading, writing, speaking and listening skills by planning, delivering and evaluating additional learning activities as directed
- Support pupils to develop numeracy skills in order to use and apply mathematics by planning, delivering and evaluating additional learning activities as directed

Learning and achieving together





Headteacher: Mrs V Smith

- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Promote good pupil behaviour by implementing agreed behaviour management strategies, dealing promptly with conflict and incidents, and supporting pupils in taking responsibility for their learning and behaviour
- To work within the guidelines set-out in their EHCP under the direction of the class teacher and SENDCo

➤ **Professional Development**

- To help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To participate in relevant staff development activities and training
- To take part in the school's appraisal/supervision procedures

Safeguarding

- To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To promote the safeguarding of all pupils in the school

General support

- Be aware of and comply with policies and procedures relating to safeguarding such as child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Maintain working relationships with colleagues and develop your effectiveness in a support role by attending and participating in relevant meetings, training and other professional development as required including first aid training

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Person Specification

Qualifications and experience	Essential / Desirable
Good standard of education – GCSE or equivalent English and Maths Grade C or above	E
Confident and competent in English and Maths	E
Competent IT skills	E
Knowledge and experience of working with children with challenging and/or disaffected young people	E
Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation	E
Knowledge and understanding of Child Protection and Health & Safety practices and procedures	D
Hold a relevant Teaching Assistant qualification	D
Experience in a school environment	D
Experience of planning and delivering interventions e.g. Narrative Therapy, Jump Ahead	D
Skills and abilities	
Confidence and ability to work with children across a wide range of subjects including up to Year 6 level	E
Able to work independently and from own initiative	E
Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents	E
Ability to engage and enthuse children in their learning	E
Understanding of and ability to maintain confidentiality	E
Able to manage conflict and deal positively with challenging behaviour	D
Personal Qualities	
Good people skills, demonstrating sensitivity, patience, tact and tolerance	E
Friendly, flexible, open and positive attitude and works well in a team	E
A keen interest in children and their teaching and learning	E
Commitment to a child-centred approach, with high expectations of self and others	E
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Hard-working, conscientious, well organised and enthusiastic	E
Able to demonstrate a commitment to equal opportunities	D
Safeguarding	
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> ➤ Motivation to work with children and young people ➤ Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	E

