



Job Description SEND Teaching Assistant

Reports to: SENDCo (Special Educational Needs Co-ordinator)

Hours: 31hrs 15mins (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

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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, data protection and staff code of conduct, 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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Headteacher: Mrs V Smith

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	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

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