

# Burford Primary School

## Job Description

### 1:1 SEND Teaching Assistant – Grade 4

<b>Responsible to:</b> Head Teacher	<b>Grade:</b> 4
<b>Hours:</b> Part Time	<b>Duration:</b> Fixed term

**Context :** To work under the instruction/guidance of teaching/senior staff to undertake 1:1 work/care/support programmes for pupils with SEND that have an Education, Health Care Plan (EHCP) in place or in process. This will involve planning, preparing and delivering in class support, targeted work and additional learning opportunities including interventions.

#### SUPPORT FOR PUPILS

- Support the provision for pupils with SEND and EHC Plans
- Deliver interventions for learners with SEND
- Supervise and provide particular support for pupils with SEND, ensuring their safety and access to learning activities
- Provide support and intervention for pupils in our mainstream school under the leadership of the SENCo and other specialist agencies
- Collaborate with outside agencies to implement recommendations and strategies that support pupils learning
- Assess the needs of the pupils and use detailed knowledge and specialist skills to support pupils learning
- Collaborate with the Teachers and Teaching Assistants in the school to model appropriate support and interventions for pupils with SEND
- Work with agencies to help assess pupil's needs and progress
- Promote the inclusion and acceptance of all pupils
- Use IT effectively to support learning activities and develop resources that can be used to support a range of SEND needs
- Set challenging and aspirational expectations and promote self esteem and independence
- In collaboration with the SENCo, create and provide a specialist timetable of interventions for pupils in accordance with their Pupil Profiles and EHC Plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Assist with risk assessments for activities undertaken by the pupils; ensuring their safety and wellbeing

#### SUPPORT FOR TEACHERS

- Support pupils access to learning through using strategies that have proved to be effective under the leadership of SENCo and outside agencies
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- Be responsible for keeping and updating records as agreed with SENCo, contribute to the systems/ records reviewed as required
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined targets
- Supporting the role of parents/carers in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupils progress/ achievement
- Contribute to the evidence that is required for Annual Review's in line with the pupil's EHC Plan
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin support e.g. photocopying, filing.

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed support and interventions, adjusting activities according to pupil responses and provision outlined in the EHC Plan
- Undertake programmes linked to local and national learning strategies related to the Early Years Foundation stage and feed back to the Teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, taking account of pupils interests, language and cultural background

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times including at lunchtime when required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

### **Responsibility of resources**

- Assist the class teacher, SENCo and other members of staff to create resources for delivering individual support and interventions
- Create resources, as part of a team, to support the resource bank for school around all aspects of SEND

**General Responsibilities**

- Taking appropriate responsibility for your own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
- Identify own strengths and specialist fields and use these to advise and support others
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job
- Set a good example in terms of dress, punctuality and attendance

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

Burford Primary school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.