



JOB DESCRIPTION

Job Title	1.1 SEND Teaching Assistant	
Grade	C	

JOB PURPOSE:

To work under guidance to provide support in addressing the needs of one pupil who needs SEND support to overcome barriers to learning.

RESPONSIBLE TO:

Head of School, Classroom Teacher and SENDCO.

RESPONSIBLE FOR:

Working under guidance to deliver learning by:

- Providing support to pupil with emotional regulation, anxiety, self-esteem difficulties which impact the pupil's ability to feel safe and ready to learn.
- Implementing provision detailed in pupil's EHCP.

DUTIES – TEACHING AND LEARNING

1. Assist in the educational and social development of a designated pupil under the direction and guidance of the head teacher, SENCO and class teachers
2. Assist in the implementation of Learning plans for the pupil and help monitor their progress
3. Provide support for the individual inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, as necessary
5. Assist class teachers with maintaining the pupil's records
6. Support the pupil with emotional or behavioural problems and help develop their social skills.
7. Adapt the curriculum to support the pupil's needs.
8. Support the use of ICT in learning activities and developing pupil confidence and independence in its use
9. Create bespoke resources to ensure access to all areas of the curriculum
10. Prepare and maintain any specialist equipment and resources
11. Working with the teacher to establish an appropriate learning environment for a SEND pupil.

STANDARDS AND QUALITY ASSURANCE

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality, and attendance



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3. Attend team meetings
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Attend required programmes of training
6. Be proactive in matters relating to health and safety and child protection.

PERSON SPECIFICATION:

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> ○ Proven experience of working with children of relevant age in a learning environment. ○ Experience of working with the national/foundation stage programmes/strategies e.g. National Literacy and Numeracy Strategies, KS 3 strategy ○ Experience of using ICT to support learning 	○
Practical Skills	Ability to relate well to children and adults	○
Communication	Ability to fulfil all spoken aspects of the role with confidence and fluency in English	○
Personal Qualities	○ Able to work effectively in a team	○
Strategic Thinking	○ Assist in the development of specialist resources and materials	○
Technology / IT Skills	<ul style="list-style-type: none"> ○ Supporting the use of IT in learning activities and developing pupils' competence ○ Effective use of ICT and other specialist equipment and resources 	○



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<p>Education and Training</p>	<ul style="list-style-type: none"> ◦ Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework) ◦ Requirement to participate in training/development as/when identified by line manager as essential for performance of the post ◦ NVQ 2 for Teaching Assistants or equivalent qualifications or experience ◦ Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning areas e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE 	<ul style="list-style-type: none"> ◦
<p>Professional Registration</p>	<p><i>N/a</i></p>	
<p>Equal Opportunities</p>	<p>TEAM Multi-Academy Trust and its staff seek to eliminate discrimination, advance equality and foster good relations.</p>	
<p>Physical</p>	<p>Able to carry out the duties of the post with reasonable adjustments where necessary</p>	



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