THE WENSLEYDALE SCHOOL
& SIXTH FORM
LEYBURN

# Job Description

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| **Name of Post Holder** | **TBA** |
| **Responsible to** | Access & Inclusion Leader, working under day to day responsibility of the SENDCo |
| **Line Manager** | School Business Leader |
| **Post:** | General Teaching Assistant (SEND) |
| **Hours per week** | **25 hours per week term time only.** |

| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | |
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| **Supporting Learning & Development** | • To work specifically with children with special educational needs under the direction of the SENDCo<br>• Support pre-planned learning/behaviour activities as directed<br>• Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students<br>• Interact with students in ways that support the development of their ability to think and learn, including the use of careful questioning<br>• Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies<br>• Support students in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs<br>• Assist in escorting and supervising students on educational visits and out of school activities<br>• Undertake break supervision as required |
| **Communication** | • Under the general direction of the teacher participate in establishing and maintaining effective relationships with students, parents/carers and with other agencies/professionals<br>• Communicate effectively with all students, families, carers and other agencies / professionals |
| **Sharing information** | • Share information confidentially about students with teachers and other professional as required<br>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality<br>• Participate in staff meetings |

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| **Safeguarding and Promoting the Welfare of Children/Young People** | • Carry out tasks associated with students' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence<br>• Be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate<br>• Have a thorough knowledge of the DfE publication Keeping Children Safe in Education |
| **Administration/Other** | • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying students work<br>• Support the use of IT and adhere to relevant policies<br>• Supervise and provide access arrangements for students sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations<br>• Participate in appraisal, training and other learning activities |
| **Health & Safety** | • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure<br>• Work with colleagues and others to maintain health, safety and welfare within the working environment |
| **Data Protection** | • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality |
| **Equalities** | • Promote inclusion and acceptance of all students<br>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values |
| **Customer Service** | • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment<br>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values |

**Date of Job Description** September 2021