

Job Description: KS3 SEND Lead Teaching Assistant

Post Details

School:	Twynham School
Grade:	Grade 5
Weeks per year:	Term time PLUS INSET days
Duration:	Temporary – 1 year
Responsible to:	SENDCo

Main Purpose

Responsible for supporting the teaching and learning of students on the SEND register in lessons.

Main Duties and Responsibilities

To assist in the co-ordination of provision for SEND students across Key Stage 3. To ensure that students on the SEND register across KS3 are provided with a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their personal, social and moral development.

Typically, this role will require you to work with students 1:1, in small groups and occasionally in classrooms. You will liaise with external professionals and use data to track and monitor outcomes for KS3 SEND students.

There is no requirement for pre-entry qualification when appointing to this post.

Support to the student(s):

- Track and monitor the outcomes for KS3 SEND learners and use data to inform planning and SMART targets
- Assist in the coordination of provision for students on the SEND register, including TA timetabling, creating and resourcing interventions and supporting teaching staff to meet learners' needs
- Liaise effectively with key stakeholders for students, including parents and professionals, in a calm consistent manner
- Support KS2-KS3 transition, including the transition project and writing the SEND Handbook
- Write referrals to external agencies including supporting Education, Health and Care assessment requests
- Ensure the effective delivery of provision as outlined by section F of EHCPs
- Work with young people with SEND in and out of the classroom
- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Focus support in areas needing improvement, including academic, social and wellbeing needs.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- To provide support, care and supervision of students within the classroom, within the school and outside of the school.
- To develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment.

Support to the school:

- To maintain accurate recording keeping processes
- To implement a graduated response to work carried out with individual students and whole school

- To assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off-site activities.
- To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.
- To contribute to the process of school self-review.
- To liaise with parents and other professional agencies in support of students' needs.
- To adhere to and execute school policy and procedure where appropriate.
- Support the development of trackers for students with special educational needs and contribute to Person centred reviews.
- Lead a variety of meetings including Person Centred Reviews and PSPs
- Liaise with key stake holders including County, Educational Psychologists, Outreach teachers, Primary schools and Early help
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Support to the teacher:

- To advise colleagues on how to meet the needs of children with Special Educational Needs.
- To assist in the development, monitoring and evaluation of programmes of work.
- To upkeep data files, catalogue resources, maintain inventories, photocopy and use I.T. systems for administration and educational purposes.
- To contribute to systems for review and recording of students' progress, both academic and social.
- To assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display students' work.

Support to the curriculum

- To support the use of ICT in the classroom - Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Undertake learning activities with students of varying abilities to ensure scaffolding and access to the curriculum.
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, science and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual student targets and/or group targets.

Twynham Learning Attributes for all Staff	
Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

Personal Attributes

Experience of working with children in an educational setting is desirable.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.

An understanding of students' individual targets is desirable and, where appropriate the post-holder may be required to develop a more specialised knowledge in specific curriculum areas. A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers is essential.

Willingness to undertake further training in special education needs to upskill themselves and maintain a level of professional curiosity and development.

Qualification in English/literacy and mathematics/numeracy.

Supervision and Management

Your direct line manager will be the SENDCo. The SENDCo will oversee the timetabling, planning, delivery and impact of interventions.

Guidance is normally readily available from teaching staff and more complex decisions will be referred to the SENDCo.

Working Environment

The range of areas, number of classrooms/halls etc. will depend on the particular school.

There may be an occasional need to physically lift students, such as for safety or care needs and occasional unpleasant conditions relating to students' personal hygiene needs.

A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.

Other Duties

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes

This job description may be amended at any time in consultation with the postholder.

Key to Acronyms Used/Glossary of Terms	
EHCP – Education and Health Care Plan ICT – Information and Communications Technology SEND – Special Educational Needs and Disabilities SENDCo – Special Educational Needs and Disabilities Coordinator	TA – Teaching Assistant