



WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	SEND Teaching Assistant	Job Ref:	SCH 123
School:	Loddon Primary School	Salary:	£23,500-£23,893 pro rata
Reports To:			£17,224-£17,512 actual
Grade:	3 SCP 5-6		
Employment Status: Permanent/Fixed Term (state start & end date)/Temporary/ Casual			
Hours of Work: Full Time – 32.5 hours per week (or) Part Time – 16.25 hours per week 191 days term time plus 1 INSET day			
Job Purpose: To facilitate learning by supporting the needs of individual pupils, and small groups of pupils, in accordance with school policy and government initiatives in the pursuit of high standards of pupil achievement.			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:			
<div style="border: 1px solid black; width: 150px; margin: 0 auto; padding: 5px; text-align: center;">Headteacher</div> <div style="border: 1px solid black; width: 250px; margin: 10px auto; padding: 5px; text-align: center;">Resource base Teacher (Class teachers)</div> <div style="border: 1px solid black; width: 150px; margin: 10px auto; padding: 5px; text-align: center;">TA Level 1 Grade 3</div>			

Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)
Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:
Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):
Details of service contracts managed

Summary of Main Contacts.

- Pupils
- Teachers
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required:

1. To model and promote the values, ethos, vision and policies of the school ensuring the pursuit of high standards for all pupils including those with additional needs.
2. To support learning, and social skills, for individual pupils (and/or small groups) under the guidance of the resource base teacher/class teacher or Inclusion leader.
3. To work with the resource base teacher and Inclusion Leader to inform and implement Individual Education Plans and Behaviour Plans for individual pupils. (This may also include personal care needs.)
4. To work with the class teacher/resource base teacher to help deliver specific personalised learning or programmes e.g. social skills activities, speech and language programmes to individual (and/or small groups of children).
5. To aid the teacher in classroom behaviour reinforcing the teacher's standards of behaviour and following agreed whole school policy and approaches.
6. Regularly report back to the teacher on individual SEND pupil's progress and areas of concern.
7. Liaise with resource base teacher/class teacher, on a daily basis, to discuss class tasks, carry out tasks set by a qualified teacher.
8. Assist with administrative tasks such as preparation of education materials and organisation of supplies and equipment for individual pupils with SEND.
9. First Aid and/or lunchtime/break time playground supervision.
10. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent
- Good standard of general education e.g. GCSE English, Mathematics and Science

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to act as a role model for the Loddon values.
- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary

Experience:

- At least 1 or 2 year's experience of working with children and particularly children with special educational needs is desirable

Personal Qualities:


- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils' needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important

Special Factors:

Needs to work flexibly to accommodate educational trips (may include residential)
Responsibility for first aid if required

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder----- Date -----

Signature of Head Teacher-----  ----- Date May 2024