



Shardlow Primary School

ASPIRE ACHIEVE THRIVE



JOB DESCRIPTION

Job Role: Teaching and Learning Assistant with SEND specialism

Salary Details: Grade 7

Appointment Type: Temporary 1 Year Contract (starting date 01.09.2024)

Hours: 32.5 hours per week

39 weeks per year, *pay to include annual leave and bank holiday entitlements. Annual leave taken in school holidays only.*

RESPONSIBLE TO: The Headteacher, Academy Governing Body & Willows Academy Trust

JOB PURPOSE: To provide learning and care support for pupils with special educational needs and or disabilities (SEND). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Duties and responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Provide practical personal care for students with medical needs as required (training provided); this will include: social, health, physical, and welfare matters; practical support and guidance on personal hygiene; toileting; eating and drinking and administration of medication.
- Support the implementation of specialist interventions and support identified by the school or external professionals (for example Speech and Language, physiotherapy)- training provided
- Supervise and provide support for pupils, ensuring their safety and access to learning activities.

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs and or disabilities (SEND), delivering activities inside or outside the classroom



Willows Academy Trust ... ASPIRE ... ACHIEVE ... THRIVE

Company Name: Willows Academy Trust

(www.willowsacademytrust.co.uk)

Company Registered No. 9093035 (England and Wales)

Registered Office: Sawley Junior School, Wilmot Street. Long



- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Complete statutory training as identified by the school
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

In Addition;

1. Contribute to the overall ethos, aims and work of the school.
2. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
3. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Participate in appropriate school-based meetings. (paid)
5. Undertake any administrative duties relevant and appropriate to this post.
6. Participate in training and other learning activities and performance development as required.
7. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
8. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.