

# SEND Teaching Assistant

## Job details

**Salary:** Scale 5 points 12 - 15

**Hours:** 30 hours, 39 weeks per year.

**Contract type:** full-time, fixed-term until November 2023

**Reporting to:** The Special Educational Needs and Disabilities Co-ordinator

## Main purpose

To provide learning and care support for pupils with special educational needs and 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 in the classroom and at playtime
- › Adapt communication style to respond to pupils according to their individual needs
- › Support pupils with any medical needs according to training provided.
- › 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
- › Assist with the development and delivery of individual education and support plans
- › Promote the inclusion and acceptance of all pupils
- › Encourage pupils to interact with others and engage in activities led by the teacher

### Teaching and learning

- › Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs and disabilities (SEND), delivering activities inside or outside the classroom
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use ICT skills to advance pupils' 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
- › Contribute to the overall ethos, aims and work of the school
- › Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

### 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

- › 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 with an emphasis on ASD (Autistic Spectrum Disorder)
- › 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

## Other areas of responsibility

### Safeguarding

- › Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safeguarding of all pupils in the school
- › Report any safeguarding concerns following school protocol

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>• Training in ASD (Autistic Spectrum Disorder)</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs and disabilities (SEND)</li> <li>• Experience planning and delivering learning activities</li> <li>• Experience in working with children with ASD (Autistic Spectrum Disorder) and supporting those children in classroom and playground settings</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➢ Good literacy and numeracy skills</li> <li>➢ Good organisational skills</li> <li>➢ Ability to build effective working relationships with pupils and adults</li> <li>➢ Skills and expertise in understanding the needs of all pupils</li> <li>➢ Knowledge of how to help adapt and deliver support to meet individual needs of children with ASD (Autistic Spectrum Disorder)</li> <li>➢ Key Stage 2 curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➢ Excellent verbal communication skills</li> <li>➢ Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>➢ Active listening skills</li> <li>➢ The ability to remain calm in stressful situations</li> <li>➢ Knowledge of guidance and requirements around safeguarding children</li> <li>➢ Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➢ Enjoyment of working with children</li> <li>➢ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➢ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➢ Commitment to maintaining confidentiality at all times</li> <li>➢ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➢ Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>➢ Capacity to inspire, motivate and challenge children and young people</li> </ul>

## Notes:

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

Add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

**Date:**

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