



## St Mary's Catholic Primary School

# Job Description: SEND Teaching Assistant

St Mary's Catholic Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### 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.

*SEND Teaching Assistants are required to work with children across all year groups, to meet the needs of the school.*

### 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
- Be adaptable, flexible and innovative in supporting pupils with varying needs
- Ensure the safety of pupils at all times

#### 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

### **Working with staff, parents/carers and relevant professionals**

- Be accountable to the SENDCo and class teacher
- 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**

- Undertake any CPD offered by the school to support the provision for the varying needs of pupils (including training around ADHD, Makaton, Speech and Language, Autism... and so forth)
- 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

### **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
- Provide care for the pupils in line with our 'personal care' policy where appropriate

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 carry out other duties appropriate to the level of the role, as directed by the Headteacher or line manager.



## Person specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Faith commitment</b>	<ul style="list-style-type: none"> <li>• Commitment to working within the practices of the Catholic Faith</li> </ul>	
<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>• NVQ level 3 Teaching Assistant/Supporting Teaching and Learning or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced SEN training eg. Specialised training in Autism, ADHD, behaviour management, speech and language</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 (SEN)</li> <li>• Experience planning and delivering learning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting children with moderate to severe SEN needs, including autism, ADHD, behavioural, social and emotional learning difficulties, speech and language needs</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</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal and written 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> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of teaching phonics and early mathematics</li> <li>• Experience of working with children with SEN on 1:1 basis</li> <li>• Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</li> <li>• Current first aid certificate</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Up to date with curriculum developments</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of EYFS, KS1, KS2 curriculum</li> <li>• Ability to creatively enhance learning opportunities and classroom environments</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>• Willing to work with children with a range of different needs</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>	<ul style="list-style-type: none"><li>• Experience of working collaboratively and ability to communicate in a clear and effective manner with teachers by providing regular feedback about children's progress or problems which will impact on progress.</li></ul>
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**Notes:**

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