SEND Teaching Assistant
Chellaston Infant School

1. Title of Post:	SEND Teaching Assistant – Primary

2. Accountable and Responsible to:	Headteacher

3. Grade:	4

4. Main Purpose of the Job:	
1.	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.

5. Main Responsibilities of the Job:	
1.	Using specialist (curriculum/learning) skills/training/experience to support pupils.
2.	Assisting with development and implementation of Individual Education/Behaviour Plans.
3.	Establishing productive working relationships with pupils.
4.	Promoting the inclusion and acceptance of all pupils.
5.	Supporting pupils consistently whilst recognising and responding to their individual needs.
6.	Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities.
7.	Promoting independence and employ strategies to recognise and reward achievement of self-reliance.
8.	Providing feedback to pupils in relation to progress and achievement.
9.	Setting challenging and demanding expectations and promote self-esteem and independence.
10.	Attending to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
11.	Support physical development and demonstrate an ability deliver programmes set by specialist.
12.	Working with the teacher to establish an appropriate learning environment.
13.	Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

14.	Monitoring and evaluating pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
15.	Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
16.	Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
17.	Undertaking of marking of pupil's work and accurately record achievement/progress.
18.	Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
19.	Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings.
20.	Administering and assessing routine tests and invigilate exams/tests.
21.	Undertaking home visits as required.
22.	Establish constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
23.	Assisting the development and implementation of appropriate behaviour management strategies.
24.	Facilitating smooth transition between educational phases.
25.	Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc.
26.	Supporting pupils in their learning in all areas of the curriculum.
27.	Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
28.	Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
29.	Supporting the use of ICT In learning activities and develop pupil's competence and independence in its use.
30.	Helping pupils to access learning activities through specialist support.
31.	Determining the need for, preparing and maintaining general and specialist equipment and resources.
32.	Providing appropriate guidance and support in the training and development of staff as appropriate.
33.	Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours.
34.	Supervising pupils on visits, trips and out of school activities as required.
35.	Supporting Teaching Assistant students in school settings.
36.	Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
37.	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
38.	Contribute to the overall ethos/work/aims of the school.
39.	Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
40.	Attend and participate in regular meetings.
41.	Participate in training and other learning activities as required.
42.	Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
43.	Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Union.
44.	To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
45.	To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher or if unavailable the designated safeguarding governor or a member of the senior leadership team.
46.	To attend safeguarding training as required by the school and maintain you knowledge and understanding of your responsibility for safeguarding children in the school.

47.	Understand and interpret reports from Speech and Language therapists, Education Physiologist etc.
48.	Be capable of segmenting learning into small steps in order to deliver a teaching programme
49.	Be capable of supporting early reading, writing and maths – including generalising these skills within all areas of learning

	Essential/ Desirable
Qualification Criteria	
Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification and experience together with a working knowledge of national curriculum, early years curriculum and other relevant learning programmes/strategies.	E
Experience	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people with SEN	D
Previous experience of work with children or young people	E
Personal Characteristics	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all pupils in the academy	E
Specific skills	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
Has strong behaviour management skills	E
Is able to use Makaton	D
Other desirable skills	
Experience of working with young children with complex needs	D

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.