

Job Description

Cross Gates Primary School



Role: SEND Teaching Assistant (B3)

“The Nest”

At Cross Gates Primary School (The Nest) we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Purpose of Role:

To work under the instruction and guidance of the Headteacher/SENDCo/Speech and Language HLTA to undertake Speech and Language support programmes for children accessing our external on site provision, The Nest.

Responsibilities

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Provision Maps or bespoke learning plans with a particular focus on speech and language communication needs.
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To use strategies, in liaison with other staff, to support pupils to achieve learning goals

- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to stakeholders on pupil's achievement, progress, or barriers.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies - including Early Years-recording achievement and progress and feeding back to stakeholders.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support children's differences and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of The Nest.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

- To assist if required with the supervision of pupils out of structured times, including before and after school and at lunchtime.
- To accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of senior staff.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Reviewed 01.10.24