**SEND Teaching Assistant**

**Fixed Term until 31st August 2026 (to be reviewed). This contract is subject to funding (Contract Criteria – whilst the child is in receipt of funding and is a pupil at Brookfield Primary School.**

**JOB DESCRIPTION**

**POST TITLE: SPECIAL EDUCATION NEEDS TEACHING ASSISTANT**

**GRADE: E Point 10 – 14 (£26,835.00 - £28,624.00**

**(Salary will be pro-rata of actual Annual Salary)**

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**REPORTING TO: Head Teacher**

**PURPOSE OF THE ROLE:**

The optimum requirements of the post are as described.

Providing Special Education & Disability support to the Headteacher and teachers across a range of child centered activities, which promote child development and learning.

To work with individual children having special or particular need in accordance with the child’s Education Health Care Plan where appropriate and or groups of children as directed by the Head or Class teacher.

To act in accordance with our school policies and procedures and relevant legislation particularly, in relation to equality, child protection and behaviour management.

To work collaboratively with teaching staff, assisting class teachers in the whole planning cycle including the management/preparation of resources.

To provide support for pupils, the teachers and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing in class, which encourages all of our pupils to become independent learners. To provide support for their welfare, and to support the inclusion of students in all aspects of school life.

**Main Duties**

**Planning**

1. Plan and prepare lessons with teachers, participating in all stages of the planning, development and implementation cycle, including to differentiate mainstream planning in order to meet the needs of the individual child or groups of children.
2. To evaluate and adjust lessons/plans.
3. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
4. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

**Teaching and Learning**

1. Provide a secure, caring and enriching learning environment for all children.
2. As a Special Education & Disability Teaching Assistant you should monitor and contribute to the assessment and recording of a pupil’s or group of children’s development and be involved in the sharing of this information.
3. Assist with resolving behavioural and emotional problems of any children.
4. Contribute to the development and delivery of specific support programmes e.g. group activities, care plans, etc.
5. Monitor and report on the progress of identified children in and out of the classroom.
6. To be responsible for the development, planning, implementation and evaluation of specific learning programmes for individuals and groups of children in consultation with the class teacher and other professionals.
7. Be familiar with lesson plans, EHCP targets, MEP targets, behaviour plans and learning objectives.
8. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
9. Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
10. Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
11. In accordance with arrangements made by the Headteacher, progress students’ learning in a range of classroom settings, including working with individuals and small groups.
12. Organise and safely manage the appropriate learning environment and resources.
13. Promote and reinforce student’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
14. Assist the class teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with different first language.
15. Support the role of parents in students’ learning and contribute to meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

1. As a Special Education & Disability Teaching Assistant you will monitor, support and manage any training, auditing, ordering and implementation of SEND Learning programmes and procedures and risk assessments.
2. Monitor and report on the progress of identified children in and out of the classroom and share with teachers, agency professionals and parents.
3. Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and or group needs.
4. Monitor pupils’ participation and progress and provide constructive feedback in relation to their progress and achievement.
5. Assist in maintaining and analysing records of progress.
6. To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
7. Prepare reports of pupil progress for end of year reports to parents and for parent consultation meetings.

**Mentoring, Supervision and Development**

1. As a Special Education & Disability Teaching Assistant you will work within the general directions of the Headteacher or class teacher.
2. Take personal responsibility for specific tasks or people as delegated by the Head or class teacher.
3. Be responsible for your CPD training and development needs to have the relevant skills and knowledge to provide specialist support.
4. Have a working knowledge of the SEND Code of Conduct.
5. Support and guide other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants.
6. Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

**Behavioural and Pastoral**

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement school safeguarding procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys.
4. Provide support and assistance for student’s pastoral needs.
5. Provide physical support and maintain personal equipment used by the students at the school.
6. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
7. Supervise students at times other than during lessons according to the school’s duty arrangements.
8. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student’s education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

**Other**

1. Any other duties required by the class teacher, or Head Teacher, which is in the scope of the post.
2. At all times carry out duties with due regard to the school’s Health and Safety policy.
3. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies.
4. To undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post as specified by the Headteacher/Head of School or Trust;
5. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Monitoring and review**

This job description is reviewed annually by the relevant staff. Any changes made to this policy will be agreed and consulted upon.

Each member of staff is required to familiarise themselves with all processes and procedures outlined in this job description as part of their induction and ongoing performance reviews.