Homelands Primary School

Post: SEND Teaching Assistant
Grade: Grade C, Scale Point 4
Job Term: Fixed Term
Hours of Work: 31.67 hours per week/39 weeks per year
Monday to Friday
8.30 am – 3.20 pm
30 minutes unpaid daily lunch break
Responsible to: SENDCo

This job description may be amended at any time following consultation between the Headteacher and the post holder and will be reviewed annually.

All staff are expected to follow school policies, including the Staff Code of Conduct.

Purpose of the post:
To work under the guidance of the SENDCo and 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 will include 1:1 support for pupils. The postholder will also assist the teacher in the whole planning cycle and the management/preparation of resources.

Duties and responsibilities:
Support for Pupils:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Set challenging and demanding expectations and promote self-esteem and independence
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Assist in providing pastoral and welfare support to pupils
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in learning activities
- Participate in assessment of pupils to determine those in need of particular help
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist the teacher with the development and implementation of Individual Education/Behaviour/ Support/Mentoring Plans

Support for the Teacher:

- Assist in creating and maintaining a purposeful, orderly and productive working environment
- 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
- Promote and ensure the health and safety and good behaviour of pupils at all times
- Contribute to planning, development and organisation of systems/procedures/policies/learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work as requested
- Assist with the display of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, etc.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School:

- Be aware of, and comply with, the school's policies and procedures, especially those relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To be vigilant and protect children from harm or abuse, reporting any concerns in accordance with the school's child protection and whistleblowing policies
- Contribute to the overall ethos/work/aims of the school
- To be professional and a good role model to the children and other staff members, at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

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