A bee on a paper

Description automatically generated with low confidence John Clifford School

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NG9 2AT

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Headteacher: Janine Waring

**Job Description:** SEND Teaching Assistant

**Location:** John Clifford School

**Salary Range:**  JE Grade 3, Pt 5 - 7

**Actual Salary:** £20,124 to £20,804

**Contracted hours:** 32.5 hours per week, Term Time only

**Required from**: September 2024 – 1 Year Temporary

**General Information:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

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.

**Reporting to:**

* Specialist Teaching Assistant
* SENCO
* Headteacher

**Responsible for:**

* Indirectly for all children within school

**To co-operate with:**

* All colleagues in all teams
* Parents, carers, and the local community

**Disclosure:**

* Clear and current Enhanced DBS check

**Key Responsibilities:**

* Using specialist (curricular/learning) skills/training/experience to support children
* Assisting with the development and implementation of Individual Education/Behaviour Plans
* Establishing productive working relationships with children
* Promoting the inclusion and acceptance of all children
* Supporting children consistently whilst recognising and responding to their individual needs
* Promoting independence and employ strategies to recognise and reward achievement of self-reliance
* Attending to children’s personal needs and provide advice to assist in their social, health and hygiene development
* Supporting provision for children with special needs
* Working with the staff to establish an appropriate learning environment
* Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
* Promoting positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
* Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings.
* Administering and assessing routine tests and invigilate exams/tests.
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
* Assisting in the development and implementation of appropriate behaviour management strategies.
* Facilitating smooth transition between educational phases.
* Providing general clerical/admin support e.g. produce work for agreed activities and lesson plans for individual children and small groups etc.
* Supporting children in their learning in all areas of the curriculum.
* Implementing agreed learning activities/teaching programmes, adjusting activities according to child responses.
* Implementing local and national learning strategies e.g. English, maths, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Supporting the use of ICT in learning activities and develop children’s competence and independence in its use.
* Supervising children on visits, trips and out of school activities as required.

**General Responsibilities:**

* Contribute to the overall ethos/work/aims of the school.
* Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
* Be aware of, and support difference and ensure all children have equal access to opportunities to learn and develop.
* Ensure the safe organisation of learning activities and the physical teaching space and resources for which you have responsibility.
* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Be aware of confidential issues linked to home/child/teacher/school work and to keep confidences as appropriate.
* 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 Unions.
* 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.
* Report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the Designated Safeguarding Governor or a member of the Senior Leadership Team.
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

**General:**

* Can use ICT effectively to support learning.
* Use of other equipment technology – video, photocopier.
* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.
* Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
* Understanding of principles of child development and learning processes.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

**Develop personally and professionally through**:

* Participation in support staff appraisal.
* Participation in appropriate training.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified, you may be asked to undertake any other 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 cases. To provide flexibility and to meet the priorities of the school during times of peak work flow you will be asked to support other members of the team undertaking duties that may be below your current grading.

The postholder should show a commitment to the aims, policies, and ethos of the school and Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_