

## **Job Description for a SEND Teaching Assistant**

Your duties as a SEND Teaching Assistant will include:

- Supervise pupils with SEND, ensuring their safety and ability to access learning activities and understand the information presented.
- Aid the execution of education plans suitable to each pupils' learning objectives.
- Build a trusting relationship with all pupils and communicate according to their understanding.
- Promote inclusion and acceptance, support diversity and ensure pupils have equal access to learning and development.
- Promote class interaction and ensure pupils engage throughout the lessons.
- Provide opportunities for developing independence.
- Create a purposeful, orderly and supportive environment.
- Work with the child on their individual objectives from their Education Health Care Plan or Individual Education Plan and record outcomes.
- Assist with the display of pupils' work and the planning of learning activities.
- Undertake administrative tasks as needed.
- Assist pupils with practical activities using a variety of teaching aids.
- Under the guidance of teaching staff, provide feedback to pupils, parents and carers about their progress, achievements and any problems that may have arisen.
- Promote good behaviour and encourage pupils to take accountability for their actions.
- Support the pupils with computer technology to access learning activities and assist them to develop competent usage.
- Prepare, maintain and use learning resources and assist pupils to use them.
- Follow child protection, health, safety, security, confidentiality and data protection policies and procedures, reporting any concerns to the appropriate person.
- Assist with pupil supervision, including before and after school and in break times.
- Accompany teaching staff and pupils on school trips and after school activities, taking responsibility for a group of pupils under the teacher's supervision when needed.
- Assist with the supervision of pupils alongside other support staff during a class teachers' absence.

To succeed as a SEND Teaching Assistant, you will need to draw upon your understanding of Additional Learning Needs, and have:

- A good understanding of the national Key Stage Curriculum.
- Knowledge of various teaching methods appropriate for SEND pupils.
- A sound understanding of child development and learning.
- Demonstrate active listening skills and strong verbal communication skills.
- A dedication to establishing positive relationships with pupils and understanding their needs.
- The ability to provide individual attention, reassurance and support with learning tasks.
- Willingness and ability to adapt in response to changing circumstances.
- Monitor pupils' responses and adapt to achieve the intended learning outcomes.
- The confidence to evaluate learning needs and actively seek new teaching methods.
- Provide feedback to pupils in a constructive way that reinforces learning.
- The ability to handle complex and sensitive issues with empathy and understanding.
- To be a supportive member of the school team.
- An interest in developing your personal and professional progress.

- The ability to use a computer competently, including the use of Microsoft Excel, Word and PowerPoint.

#### Qualifications, Licences and Certifications

The essential qualifications required to become a SEND Teaching Assistant include:

- 5 GCSEs, including English and Maths, at grades 9 to 4 (A\* to C), or equivalent.
- Experience in supporting children with high needs
- A fluent level of spoken and written English.