**TEMPORARY SEND TEACHING ASSISTANT**

**JOB DESCRIPTION**

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| **Job Title**  | SEND Teaching Assistant |
| **Location**  | Knowle Primary School |
| **Responsible to**  | Executive Headteacher |
| **Job Type** | Temporary (Until 31st August 2022) |
| **Salary FTE**  | Grade C £19,312 - £20,092 |
| **Actual Annual Salary** | £12,848 - £13,367 |
| **Hours/weeks**  | 28.75 hours per week, 39 weeks per year  |
| **Closing Date** | 09:00 on Tuesday 1st February 2022 |
| **Interview Date** | Friday 4th February 2022 |
| **Proposed Anticipated start date**  | 28th February 2022 |

**Job Summary**

To support the teaching staff and SENCO in providing an outstanding education through working with children with SEND to deliver their EHCPs and support transitions during the day. Promoting and embedding the school’s ethos and values in everyday activities. Work may be conducted in the classroom or may take place outside the classroom. This role will include working 1:1 with pupils to support their individual needs.

**Key Roles and Responsibilities**

* Build relationships with and nurture pupils to enable positive educational outcomes.
* Work as part of a team to uphold and role model the strong values that are fundamental to our school.
* Deliver planned teaching and learning activities and adjust the learning as required to support pupils where developmental delays are significant compared to their age-related peers.
* Work with small groups or on a 1:1 basis to ensure individual needs are being met.
* Assisting with the development of resources, lessons, and the classroom environment, to ensure the learning objectives of the lesson are met.
* Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
* Monitoring and record pupils’ attainment and report pupils’ progress and achievements to the teacher.
* Provide feedback to pupils under the guidance of the teacher
* Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
* Deal promptly with conflicts and incidents in line with the school’s policy and encouraging pupils to take responsibility for their own behaviour.
* Work alongside SENCo and Teachers to act on advice from and feedback to relevant professionals, such as Educational Psychologists and Speech and Language Therapists.
* Provide administrative support to the teacher.
* Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher or SENCo.
* Accompany the teacher and pupils on all out of school activities as required.

# Additional Information

* The post holder is required to uphold and promote the school’s policies and procedures relating to Safeguarding, Data Protection, GDPR, Health and Safety, school security and report any concerns to the appropriate person.
* To be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
* As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding.
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

**PERSON SPECIFICATION**

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| **Job Title**  | SEND Teaching Assistant |
| **Location**  | Knowle Primary School |
| **Grade**  | Grade C £19,312 - £20,092 FTE |

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| **Attributes** | **Essential** | **Desirable** |
| **Education/****Qualifications** | NVQ2 or equivalent qualification in relevant disciplineAble to evidence a willingness to take part in professional development opportunitiesA minimum of Grade C in GCSE Maths and English or equivalent qualification | . Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline |
| **Experience** | A minimum of a year’s experience in a primary schoolExperience in a school with high numbers of children with additional needs  | Recent experience of supporting individuals, groups and whole class settingsRecent experience in KS2 |
| **Skills/Knowledge/ Aptitude/**  | Able to provide evidence of having a positive impact on the learning outcomes of the childrenClear awareness of how to respond to safeguarding issues Good emotional intelligence; ability to communicate effectively with colleagues and show empathy towards pupilsHave excellent written and verbal communication skills.Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.An ability to engage, motivate and enable children to make progress in their learningA positive and effective approach to behaviour management.Understanding of social communication difficultiesClear understanding of EYFSPromote and sustain high standardsUndertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.Promote the inclusion and acceptance of all pupils. | Understanding of the use of ICT in a classroom settingSense of humourAbility to support the class teacher / SLT in communicating with parentsExperience of running interventionsKnowledge of Read write Inc or similar phonics programmes |
| **Motivation** | Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleaguesBe a good team player Ability to use initiative and able to prioritise work | Willingness to lead or support extra-curricular activities  |
| **Physical** | Ability to work across the school and carry out the duties of a teaching assistant, including lunchtime duties | Ability and willingness to sit on the floor with children where this will support their behaviour or learning |