**TEACHING ASSISTANT (SEND)**

**JOB DESCRIPTION**

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| **Job Title** | Teaching Assistant (SEND) |
| **Location** | Salisbury Road Primary |
| **Responsible to** | Head of School |
| **Job Type** | Temporary |
| **Salary FTE** | Grade C £19,312.00 – £20,092.00  (Depending on experience) |
| **Actual Annual Salary** | £13,777.00 - £14,334.00 |
| **Hours/weeks** | 30.83 Hours per week/39 Weeks per year |
| **Closing Date** | Friday 29th October 2021 |
| **Interview Date** | W/C 1st November 2021 |
| **Start Date** | As soon as possible |

**Job Summary**

Work under the direction of the SENCO to provide high quality, bespoke provision for pupils with SEND. Support the social and emotional needs of pupils alongside the learning needs. Promote inclusion across the school and work alongside staff to upskill and support inclusive practice in the classroom. Promoting and embedding the school’s ethos and values in everyday activities. Work may be conducted in the classroom, outside the classroom, outside or on occasion off site at other bespoke provision.

**Key Roles and Responsibilities**

* Support pupils with SEND across the school at the direction of the SENCO to engage in their learning.
* Under the direction of appropriate professionals and after adequate training, assist in meeting particular pupils’ needs.
* Working 1:1 with SEND child(ren) to support their development and emotional needs
* Deliver planned teaching and learning activities and adjust the learning as required to support the needs of the pupils.
* Supervise and assist individual / small groups of pupils in activities set by teachers.
* Deliver intervention programmes where necessary.
* Create and develop resources requited for individuals under the direction of the SENCO and other professionals.
* Assisting with school displays celebrating pupils’ work.
* Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
* Attend reviews and meetings at the direction of the SENCO.
* Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher/SENCO.
* Monitoring and record pupils’ attainment and report pupils’ progress and achievements to the teacher.
* Provide feedback to pupils under the guidance of the teacher.
* Support the learning and pastoral needs of children with additional needs.
* 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.
* Provide administrative support to the teacher.
* Ensure all equipment and resources are available to meet the lesson objectives, support pupils with the use of the equipment/resources.
* Accompany the teacher and pupils on all out of school activities as required.
* Comply with and support the schools’ policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person.

# Additional Information

* The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, 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** | Teaching Assistant (SEND) |
| **Location** | Salisbury Road Primary |
| **Grade** | Grade C £19,312.00 – £20,092.00 FTE |

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| **Attributes** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | NVQ2 or equivalent qualification in relevant discipline  Able to evidence a willingness to take part in professional development opportunities  ELSA/Thrive training  A 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  Specific training linked to SEND |
| **Experience** | A minimum of a year’s experience in a primary school  Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children  Experience of working with pupils with SEND  A positive approach to behaviour management | Recent experience of supporting individuals, groups and whole class settings  Experience across EYFS, KS1, KS2  Experience of THRIVE or similar therapeutic programmes |
| **Skills/Knowledge/ Aptitude/** | Able to provide evidence of having a positive impact on the learning outcomes of the children  Ability to have a positive impact on the pastoral support of children; clear awareness of how to respond to safeguarding issues  Ability to encourage positive and appropriate behaviour from children with additional needs  Good emotional intelligence: ability to communicate effectively with colleagues and show empathy towards pupils  Have excellent written and verbal communication skills.  Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community. | Understanding of the use of ICT in a classroom setting  Sense of humour  Ability to support the class teacher / SENCO in communicating with parents  Experience of working with other professionals  Knowledge of Read Write Inc or similar phonics programmes |
| **Motivation** | Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues  Be 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 | Ability and willingness to sit on the floor with children where this will support their behaviour or learning |