

Job Description  
SENDCO Assistant and Intervention TA



**Purpose of job**

- To assist the SENDCO focus on and work with individual children having special or particular needs on the SEND register in accordance with the child's individual plans and/or statement as directed by the SENDCO teacher.
- To assist with paperwork and systems and be responsible for carrying out appropriate assessments as directed by the SENDCO.
- To support children with bespoke interventions, following English and Maths lessons, or in preparation for future lessons.

**Main responsibilities, tasks and duties**

- Assist with the planning and preparation of activities, and in the delivery of local and national initiatives. This includes making appropriate resources for the children to use.
- Monitor and assess children's needs and responses to learning activities as directed by the class teacher and where appropriate modify or adapt the activities.
- Keep detailed records of SEND children, including minutes of meetings attended and relevant reports from outside agencies and other professionals as directed by the SENDCO.
- To ensure that the SEND register is kept up to date and assist the SENDCO to review and update the SEND policy.
- To prepare for meetings with outside agencies such as Educational Psychologist or Speech and Language Therapists. Prepare paperwork for meetings. If directed by SENDCO take meetings in their absence.
- Promote development and learning - physical, emotional, educational and social.
- Foster growth, self-esteem and independence, observe and record development.
- Support teachers with setting of IEP targets and advise parents on targets set for their children and how parents can support their child to achieve the targets.
- To take responsibility for specific areas of SEND, such as speech and language and attend training where necessary.
- To plan and deliver bespoke interventions.
- To record and track interventions.
- To mark children's work and give effective feedback under the direction of class teacher.

**Supervision of people**

No direct line management responsibilities, but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.

**Creativity and innovation**

Although there are procedures that guide the work, creativity is still a feature of the job as postholder will advise parents on targets set for their children and their contribution for helping their children achieve them, assist in the update of the school SEND policy as well as working with different teachers to evaluate the quality of IEPs, coordinate and review IEPs for all students on the SEND register.

### **Contacts and relationships**

- Regular contact with children, staff, parents and outside agencies such as WTT, Health Service and EPs.
- Developing effective working relationships with agencies providing information to them and gaining advice.
- Advising parents on targets set for their children and their contribution for helping their children achieve them.

### **Knowledge and skills**

- The postholder must have GCSE or equivalent in Maths, English or equivalent level of competency.
- Three years experience of working in a school environment supporting SEND children is preferable.
- Good communication skills both written and oral.
- Ability to understand the needs of the children and set appropriate targets.