

GILDERSOME PRIMARY SCHOOL

JOB DESCRIPTION



Job Title: SEND Teaching Assistant Level 1

Pay Range: A1-B1

Role

To work under the instruction/direction of SENDCo and teaching staff to support the delivery of quality learning and teaching of pupils with special educational needs. To provide 1-1 support for children with additional needs across the school. To undertake specified work with this pupil and to encourage their participation in the social and academic processes of the school when possible.

Main Duties:

1. To work with children and young people who have complex needs, providing an appropriate level of emotional and physical support where necessary.
2. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
3. Provide support to pupils who have communication difficulties.
4. Work collaboratively with teachers and other professional agencies to provide effective support for learning activities.
5. Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
6. Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher.
7. Support the teacher in monitoring, assessing and recording pupil progress/activities.
8. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
9. Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate.
10. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures.
11. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

- 12 To promote the inclusion and acceptance of all pupils
- 13 To encourage pupils to interact with others and engage in activities led by the teacher
- 14 To encourage pupils to act independently as appropriate
- 15 To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- 16 To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- 17 To support pupils in respect of local and national learning strategies - literacy, numeracy as directed by the teacher.
- 18 To support pupils in using ICT as directed.
- 19 To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- 20 To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 21 To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 22 To contribute to the overall ethos/work/aims of the school
- 23 To appreciate and support the role of other professionals
- 24 To attend relevant meetings as required
- 25 To participate in training and other learning activities and performance development as required.
- 26 To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 27 To accompany teaching staff and pupils on visits, trips and out of school activities as required.

GILDERSOME PRIMARY SCHOOL PERSON SPECIFICATION

Job Title: Teaching Assistant Level 1

Pay Band: A1-B1

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Good numeracy/literacy skills</p> <p>Use basic technology – computer, chromebook, ipad, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>GCSE Maths and/or English grades 4-9/ A-C</p> <p>Experience of working with SEN children</p>	<p>Provide evidence by producing certificate</p> <p>Application form</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working with or caring for children of relevant age</p> <p>Working with children with complex needs particularly ASD</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>	<p>Relevant Teaching Assistant / SEN qualification</p>	<p>Application form and Certificate</p>
<p>OTHER CONDITIONS</p>	<p>Enhanced CRB clearance</p>		