



JOB DESCRIPTION

JOB TITLE: Teaching Assistant working with a child with Special Educational Needs

Responsible to: Head Teacher

Line Management: Reporting to SENDCo

Liaising With:

All members of school staff, pupils, parents and visitors, governors and representatives of outside agencies

Salary Scale: Grade 3, Scale Points 4 to 6

Working Time: 30 hours per week, Monday to Friday 8.45am to 3.15pm (term time only + Inset)

DBS Disclosure Level: Enhanced

Job Context: The school has a team of teaching assistants who provide a full range of support for children's learning

Job Purpose

- To assist and support a pupil with complex emotional needs.
- To support other children as required when working with a group.
- To support and work closely with teachers to ensure the child enjoys learning in a safe and secure environment and to assist in the child's personal, academic, social and moral development, working within school policies and in line with the culture of the school.
- Safeguarding our children is central to the culture of the school and every member of staff has a role to fulfil in this.
- To be a role model of professional behaviour at all times.

Main Areas of Responsibility

Supporting the pupil:-

- To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the child and seek advice from SENDCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day-to-day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- To support the pupil in the playground, being mindful of their health and safety, and encouraging safe interactive play.
- Motivate and encourage the pupil to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.

- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

Supporting the Class Teacher and SENDCo:-

- To work as part of the team to ensure that, the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENDCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the class teacher, SENDCo and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupil's annual review by contributing to the updated paperwork and attending the meeting.

Supporting the School:

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school
- To carry out duties as directed by the SENDCo or Head Teacher

Health and Safety

- Promote the safety and wellbeing of children and help to safeguard children's wellbeing by complying with the requirements of Keeping Children Safe in Education and our school's policy on child protection
- Record all safeguarding incidents according to the school policy
- Ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the school business manager or head teacher any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
- Be aware of, comply with policies on health and safety, confidentiality, and data protection, and report all concerns to an appropriate person.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school
- Take part in the school's CPD procedures

Knowledge and Skills

- Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)
- Good English and maths skills
- Good communication skills both oral and written
- Ability to build good relationships with children and adults and work as a member of a team

- Excellent organisational skills
- Knowledge of how to help and adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and children
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills
- Understanding of roles and responsibilities within the classroom and whole school context
- A commitment to getting the best outcomes for all children and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Enjoyment of working with children
- Ability to manage behaviour fairly and using positive praise
- Flexibility and creativity

Additional Note

Please note that the above duties are not set out in any particular priority. The School attaches priority to them all. Further, it is the School's policy and a condition of your contract that the job description will be kept under review and may be varied from time to time to meet changing needs.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equalities

Be aware of, support difference, and ensure that the school's equality and diversity policies are followed.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Tredworth Infant & Nursery Academy's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

Signed: _____

Date: _____