



Hyde High School

Job description: Teaching Assistant (SEND)

Grade: E

Working pattern: 30 hours per week, term time only

Responsible to:	SENCO
Core Role	As part of the school's Inclusion Team, the post holder will work alongside teachers and pastoral staff to enable access to learning for pupils with a wide range of special educational needs and/or disabilities. Work may be carried out in the classroom or with individuals or groups outside the main teaching area.
Key responsibilities	
Support for pupils	<p>Promote the inclusion and acceptance of all pupils.</p> <p>Supervise and provide support for pupils, including those with SEND, ensuring their safety and access to learning activities.</p> <p>Establish excellent learning relationships with pupils with an awareness of their individual needs.</p> <p>Support the development and implementation of individual interventions, support plans and personal care programmes.</p> <p>Foster effective learning habits including pride in presentation, resilience, independence, and time management.</p> <p>Encourage pupils to interact with others and engage in learning activities.</p> <p>Deliver structured and agreed learning programmes.</p> <p>Support pupils' use of ICT in learning activities and develop their competence and confidence in its use.</p> <p>Plan and deliver small group interventions, measuring progress and providing feedback to colleagues as required.</p> <p>Promote good attendance and punctuality for all pupils.</p> <p>Support pupils in developing their self-esteem and emotional literacy.</p> <p>Organise the necessary resources to support learning activities.</p> <p>Offer personal care for pupils with medical needs as required (training provided).</p> <p>Act as a key worker with individual pupils, leading termly review meetings and contributing to reviews of Education Health Care Plans as necessary.</p> <p>Liaise with other agencies as agreed and appropriate.</p> <p>Provide feedback to pupils and their parents in relation to progress and achievement.</p> <p>Act as a positive role model, setting the highest standards and expectations.</p>
Support for teachers	<p>Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.</p> <p>Deliver agreed interventions feeding back to teachers as necessary.</p> <p>Support good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</p> <p>Support a purposeful and orderly learning environment.</p> <p>Undertake routine marking of pupils' work as required.</p>
Support for the school	<p>Be aware of and comply with policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection.</p> <p>Be aware of and support difference and diversity and ensure all pupils have equal access to opportunities to learn and develop.</p>

	<p>Establish constructive relationships with parents/carers.</p> <p>Appreciate and support the role of other professionals.</p> <p>Attend and participate in relevant meetings as required.</p> <p>Support pupils' smooth transition between educational phases.</p> <p>Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required.</p> <p>Administer routine tests and invigilate exams.</p> <p>Contribute to a positive ethos within the school.</p> <p>Accompany colleagues and pupils on visits, trips and out of school activities as required.</p> <p>Participate in training and performance development as required.</p> <p>Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Undertake any other reasonable duties at the request of the Headteacher.</p>
<p>This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.</p> <p>All adults at Hyde High School are expected to:</p> <ul style="list-style-type: none"> ● actively promote the school's positive ethos and values; ● subscribe to the priorities within the School Improvement Plan; ● play a full part in the life of the school community; ● comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection; ● be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. <p>Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.</p>	