



Job Description

Job title: Teaching Assistant SEND (Grade 1 pts 1-4)

Salary Range: £23,657- £24,404 (reduced proportionately for part time hours)

Contract: Temporary in the first instance (linked to named child)

Line of Responsibility: Responsible to Class Teacher / Headteacher

Direct staff reports: N/A

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose: The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

Main Activities:

Supporting the pupil

- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Motivate and encourage the SEND pupil to behave well in and around school.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of the named SEND pupil as required including help with mealtimes.
- Attend meeting with relevant professionals or parents as required by the school.
- Assisting the pupil in the acquisition of literacy and numeracy skills and to assist the pupil to make progress across all subject areas.

- Working with the pupil on an individual or group basis as required by the class teacher.
- Assist in offsite visits after negotiation with the Head of School.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Support pupils with any Emotional and Behavioural Difficulties.
- Support pupils at lunchtime.

Supporting the teacher.

- Ensure a safe environment is maintained within the classroom/ school for all pupils.
- Help with reasonable requests for preparation of materials to support pupils.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating
- Have access to the planned teaching and learning activities for pupils.
- Keep records to assist with the behaviour and safety of pupils.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.

Supporting the school

- Attend training when appropriate and after consultation with the Head of School /SENDCo.
- Be aware of and support all the school's policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the Head of School, carry out the administration of basic first aid for pupils throughout the school (qualified staff only).

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
 - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
 - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all

- It is the responsibility of all staff to comply with the Trust’s Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
- To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
- To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy and Code of Conduct.

Teaching Assistant SEND (Grade 1 pts 1-4) Person specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> ● Appropriate Educational qualification ● Experience in working in a school setting 	<ul style="list-style-type: none"> ● Evidence of further CPD ● First Aid trained ● Team Teach trained
Skills and knowledge	<ul style="list-style-type: none"> ● Ability to work independently ● Ability to use own initiative ● Good understanding of safeguarding issues ● Excellent practitioner 	<ul style="list-style-type: none"> ● Good understanding of the new National curriculum ● Safeguarding training undertaken ● Offsite visit trained ● EYFS Experience