

Job description for the post of: Teaching Assistant (SEND)

Salary Range: Grade C (SCP 3-5)

33.25 hrs per week

Permanent

Hours of work:

8.10 am - 3.15 pm (Monday/Tuesday/Thursday)

8.10 am - 3.50 pm (Wednesday)

8.10 am - 3.00 pm (Friday)

Responsible to: SENDCo

Supervision / Line Management Responsibilities of the post

- N/A

Role Purpose:

Under the general supervision and direction of the SENDCo to facilitate the learning and raise attainment of students with Special Educational Needs and Disabilities (SEND) in the classroom.

Main Responsibilities

Key duties:

- Support children with SEND in the classroom under the direction of the classroom teacher.
- Assist in the development and delivery of individual education plans (IEPs) for pupils.
- Participate in evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Act as a keyworker for a number of SEND students, including those with EHCPs.
- Half termly phone calls to parents to update them on the progress of their child.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in social and emotional well-being, and to promote self-esteem and independence amongst pupils, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants in this role may also undertake some or all of the following:

- Work with pupils for whom English is not their first language.
- To implement specific interventions with individual pupils or groups appropriate to their developmental needs as directed by the SENDCo.
- To assist in the specific medical/care needs of pupils when specific training has been given.
- Support the work of volunteers and other teaching assistants in the classroom.

- Support the use of ICT in the curriculum.
- Invigilate exams and tests.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence when specific training has been given.
- To contribute to the smooth running of an effective classroom, ensuring expectations and standards are upheld.

All Teaching Assistants will be expected to:

- Promote good pupil behaviour, dealing promptly with conflicts/issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- Establish good working relationships with pupils acting as a role model and being aware and responding positively to individual needs.
- Be aware of and comply with policies relating to children protection, safe guarding, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- Contribute to the overall work and ethos of the school.
- Attend and participate in meetings as required.
- Undertake personal development and improve own practice through training, observations, and discussion with colleagues including performance management, and use this to support others.
- Effective communication and engagement with children, young people, parents and carers.
- Support the promotion of positive relationships with parents, carers and outside agencies.
- Support children during transition periods.
- Be aware of the confidential nature of issues related to home/pupil/teacher/school.
- Work within the school's policies and procedures.

Trustwide Responsibilities

- Promote the Trust's values and act with respect and integrity; to serve our schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.
- Champion the Trust's core values of Achieve, Belong, and Collaborate in day to day work.
- Contribute to the wider life and community of the Trust, supporting shared initiatives and collective goals.
- Maintain confidentiality, professionalism, and integrity in all interactions.
- Undertake any other reasonable duties in line with the role and Trust requirements.

Safeguarding & Child Protection. All staff must:

- Commit to safeguarding and promoting the welfare of children and young people.
- Understand and adhere to the Trust's safeguarding policies and procedures.
- Participate in relevant training and report any concerns promptly.

Health and safety

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Other responsibilities all employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure that records are managed appropriately and that data is secured.
- Participate in training and other learning activities as required
- Participate in the trust/school Appraisal and Development Processes
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the trust/school/academy at events as appropriate
- To support and promote the trust/school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

Prepared by:

People Services

Date:

Sept 25

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity and providing safe and respectful workplaces and staff will conduct themselves professionally and respectfully at all times. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics. Any form of harassment, including sexual harassment, will not be tolerated, and anyone who engages in such behaviour will be dealt with in line with the Trust's Disciplinary Procedure.

Achievement through Collaboration Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

All post holders must comply with Achievement through Collaboration Trust's professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder. Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification for the post of: Teaching Assistant 2 (SEND)	Essential	Desirable	Assessed by
Qualifications and Experience			
NVQ level 2 or above qualification in English and Maths –appropriate to the post (or equivalent)		Y	A
First Aid/Paediatric First Aid Certificate		Y	A
Experience			
Experience of working with or caring for children of relevant age	Y		A, I
Experience of working in a relevant classroom/service environment		Y	A, I
Experience of Administrative work		Y	A, I
Experience of supporting pupils with challenging behaviour		Y	A, I
Knowledge and Skills			
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	Y		A, I
Ability to relate well to children	Y		A, I
Ability to work as part of a team	Y		A, I
Good communication skills	Y		A, I
Ability to supervise and assist pupils	Y		A, I
Time management skills	Y		A, I
Organisational skills	Y		A, I
Knowledge of classroom roles and responsibilities	Y		A, I
Knowledge of the concept of confidentiality	Y		A, I

Administrative skills	Y		A, I
Good numeracy and literacy skills	Y		A, I
Ability to make effective use of ICT		Y	A, I
Flexible attitude to work	Y		A, I
Demonstration of AtC values of Achieve, Belong Collaborate			
Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.	Y		I
Belong: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values	Y		I
Collaborate: ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others	Y		I
Safeguarding: Demonstrates a clear commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and is willing to undergo appropriate checks and training as required.	Y		A,I,T
Equality, Diversity & Inclusion: Committed to actively promoting and embedding principles of equality, diversity, and inclusion.	Y		A,I,T
Health & Safety: Understands and upholds responsibilities relating to health and safety, ensuring a safe working and learning environment for all.	Y		A,I,T

A = Application

I = Interview

T = Task