

## Job Description

Job Title: SEND Teaching Assistant

Reports to: SENDCo, with work directed by class teachers

Date: April 2022      Salary Unqualified: Scale 2

Qualified: Scale 3

STAFF SUPERVISED:      None



**PURPOSE OF JOB:** To support the inclusion of children with SEND within the school and adapt learning. To help children to develop sufficient confidence to work independently. To support children's education and welfare as directed by the SENDCo and the class teachers, having due regard to the school's aims, ethos, policies and relevant national requirements. To share in the corporate responsibility for the well being of all children.

## DUTIES AND RESPONSIBILITIES

1. To provide opportunities for children with SEND to access to the curriculum and school environment by:-
  - clarifying and explaining instructions
  - supporting children to use equipment and materials
  - motivating and encouraging children
  - assisting in practical areas
  - supporting children with their personal learning plan
  - supporting children on educational visits
  - using computers and other resources
  - working with groups to assist learning and inclusion
2. To support children to learn independently.
3. To work with the SENDCo and class staff to identify and respond appropriately to children's individual needs, assisting children in areas of specific difficulty. This may include assisting children in meeting particular needs, under the direction of appropriate professionals and after adequate training, (i.e. physical development, speech/language development, medical and care needs identified in an approved management/care plan, dressing, eating and toileting)
4. To carry out appropriate administrative duties (ie maintaining children's support notes, collecting trip money, distributing letters, assisting in monitoring and recording the progress of individual children in accordance with school procedures, and reporting to staff).
5. To supervise children during breaks and/or lunchtimes.
6. To provide information that supports the preparation of reviews and Personalised Learning Plans and to action appropriate tasks.
7. To foster links between home and school where appropriate and liaise with class teachers by devising complementary learning activities, planning future work and providing feedback about the children to the teacher. Present agreed learning tasks in a clear and

stimulating manner to help maintain children's interest and motivation; to work with children individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.

8. To attend in-service training, performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
9. To complete the School Induction Programme and be aware of the school's procedures.
10. To contribute to the ethos of team working: fostering on-going professional development; being positive, forward looking and child focused; promoting respect, ownership and empowerment. Promote equality of opportunities.
11. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the school.

**SEND Teaching Assistant  
Person Specification**



**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Your application needs to demonstrate clearly and concisely how you meet each of the criteria. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

<b><u>Factor</u></b>	<b><u>Requirement</u></b>
<b>Education, Training and Qualification:</b>	Competent English and Mathematics skills.
<b>Experience:</b>	Some experience of working with children.
<b>Desirable:</b>	Some experience or working with children with ASD, ADHD, MLD, BESD or PMLD.
<b>Knowledge and Understanding:</b>	Demonstrate an understanding of the place of the school in educating mainstream children and in promoting the spiritual, moral, social and cultural development of children from a multicultural community.
	Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff, and children.
	To demonstrate initiative at all times.
	Demonstrate ability to use knowledge and understanding to support children with SEND in a mainstream school.
	Demonstrate an understanding of the different approaches needed to support the learning of SEND children and various groups of children, including bilingual English learners.
<b>Skills and Abilities:</b>	Ability to work with SEND children; ability to communicate clearly; to be outgoing and helpful throughout the working day.
	Ability to work without constant supervision, to provide assistance as and when required, to 'seek' activity when unoccupied; to think clearly in emergency situations.
	Competent ICT skills
	Ability to work effectively in teams with good team building skills
<b>Personal Style and Behaviour</b>	Commitment to the School's policy of inclusive education.
	Willingness to adhere to school / LA / Service policies and procedures.
	Demonstrates appropriate professional behaviour & attitudes in the workplace at all times
<b>Other Special Requirements</b>	No leave will be granted in term time