



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ SEND Teaching Assistant ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	SEND Teaching Assistant
Grade	SCP 9 FTE £27,254 (Actual Salary £23,938)
Hours	36.5 hours per week, Monday to Friday, term time only
Reports to	SENDSCO
Disclosure level	Enhanced
Purpose	To work collaboratively with teaching staff and the SEND team to support the learning, progress and attainment of pupils with special educational needs and disabilities. To provide effective in-class, small-group and 1:1 support, including targeted interventions and bespoke support according to individual pupil needs. To promote pupils' independence, confidence, self-esteem and social inclusion, enabling them to access the curriculum, participate fully in academy life and experience success. In carrying out the role, the postholder will model and promote the academy's core values of being Bold, Ambitious, Collaborative and Kind.
Duties and responsibilities	<u>Teaching & Learning</u> • Support teaching and learning by adopting appropriate strategies to meet individual pupil needs and increase the achievement of pupils, particularly those with SEND. • Provide effective in-class, small-group and 1:1 support as directed by the SENDSCO and teaching staff. • Deliver targeted interventions and support programmes, recording and reporting on pupil engagement and progress as required. • Promote inclusion and encourage pupils to participate fully in learning and wider academy activities.

	• Encourage pupils to develop independence, confidence and resilience in their learning. • Use effective behaviour management strategies consistently in line with academy policies and procedures. • Support teaching staff in maintaining a positive, purposeful and safe learning environment. • Organise and manage appropriate resources to support pupils' learning. • Observe pupil engagement, progress and wellbeing and communicate relevant information to teaching staff and the SENDCO. • Use ICT and appropriate resources effectively to support pupils' learning. • Supervise pupils or a class where appropriate and within the expectations of the role. • Undertake other relevant duties as directed by the SENDCO or appropriate academy leader. <u>Planning, Assessment & Pupil Progress</u> • Contribute to assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress. • Familiarise themselves with relevant lesson plans, pupil information and agreed support strategies to ensure pupils receive appropriate support. • Provide teaching staff and the SENDCO with relevant feedback on pupil progress, engagement and any barriers to learning. • Support the preparation of appropriate resources and learning environments where required. <u>Working with Others</u> • Work collaboratively with the SENDCO, teaching staff, support staff and other relevant professionals to provide effective support for pupils. • Communicate effectively and professionally with pupils, colleagues and, under the direction of the SENDCO, parents and carers. • Share relevant knowledge and observations about pupils with academy staff and appropriate education, health and social care professionals to support informed decision-making. • Develop and maintain positive professional relationships with colleagues and external professionals, including specialist advisory staff. • Contribute positively to the wider life, ethos, values and development of the academy. <u>Safeguarding, Health and Safety</u> • Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping
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	Children Safe in Education and our academy's Safeguarding Policy. <u>Professional Development</u> • Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with academy 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 academy. • Take part in the academy's appraisal procedures. • Personal and professional conduct • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy. • Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality. • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the academy community. • Respect individual differences and cultural diversity. • Safeguard and promote the welfare of children and young people, follow academy policies and the staff Code of Conduct.
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Postholder: Postholder Signature: To be reviewed on an annual basis. September 2026	