

Inspire Partnership Academy Trust

SEND 2:1 Teaching Assistant Job Description & Person Specification

Role:	SEND 2:1 Teaching Assistant
Location:	Maundene Primary School
Contract:	Term-time only + (Inset Days)
Salary:	NJC Kent and Medway Grade D2 Scale Point 4 - 11 £18,065 Pro-Rata of FTE £26,017
Hours of Work:	Monday - Friday - Full-Time - 30 Hours Per Week
Reports to:	Headteacher

General Duties/ Purpose of role

- To assist the class teachers and Inclusion Team in providing a secure, caring environment in which each child can find new, stimulating opportunities to develop his/her potential—emotionally, socially, physically and intellectually.
- To contribute towards the support of named pupils with a Statement of Educational Need or an Education and Health Care Plan.
- To address the needs of children to overcome barriers to learning, both inside and outside the classroom, to achieve their full potential and enable the school to raise standards of achievement and maintain outstanding standards of behaviour.

Main and Specific Responsibilities: Supporting the pupil

- Make a firm, reliable and consistent relationship with children to enable them to settle within the school community
- Promote awareness and respect for self, others and property, encouraging appropriate behaviour.
- Use appropriate strategies to support the pupil's learning and language development
- Use praise, constructive feedback to maintain pupils' interest in the learning activities
- Foster awareness and respect for each child regardless of religion, culture, gender or ability.
- Interact with children, through conversation and play, to extend their understanding of the world.
- Interact with parents or guardians, ensuring exemplary communication between school and home.
- Plan, deliver, monitor and evaluate interventions that address children's difficulties and promote pupil progress e.g. speech and language, literacy or maths
 - Liaise with the SENCo, Deputy Headteacher, Inclusion Team and other agencies and ensure that agreed actions are carried out.
- Have knowledge of up-to-date information about the pupil's development and use this knowledge in providing appropriate support for the pupil
- Attend review meetings and ensure that keep accurate records of children's progress towards targets

Collaboration matters **Excellence** in everything **Community** first **Equity** for everyone **Continuous** growth

- Use language and vocabulary which is appropriate to the pupils' age, level of understanding and stage of development
- To work to increase self-esteem and self-confidence of pupils to improve their motivation to learn and to improve their personal and social skills.
- To have knowledge and appreciation of the range of activities that could be drawn upon to provide extra support to engage pupils who have special educational needs.
- Be able to manage children in a variety of situations in a calm, reliable manner

Supporting the teacher

- Maintain a good working relationship with the class teacher, being able to report all aspects of children's development, planning, record keeping, assessment, curriculum matters and development of the class.
- Undertake all necessary tasks to keep the classroom clean, tidy, safe and efficiently organized for daily use.
- Provide feedback to the teacher on pupil's participation and progress in relation to the learning activities
- Agree with the teacher how you will support the teaching and learning activities, including how to prepare the pupil for the activities and reinforce learning that has taken place
- Be in school with sufficient time for preparing the room and liaising with the teacher to discuss planning and confirm with the teacher your understanding of the daily teaching and learning objectives where appropriate
- Respond to any reasonable request made by the class teacher, SENCo or Leadership Team.
- Keep the class teacher informed of relevant information received from parents/carers.
- Organize and supervise such activities, both indoors and outdoors, which encourage the growth and development of the whole child.
- Support other children in the class or year group, where appropriate.

Supporting the School

- Develop and maintain a good relationship with parents, encourage parental partnership and good home/school links.
- Support the ethos of the school.
- Share in the corporate responsibility for the well-being and discipline of all pupils.
- Be aware of whole-school policies.
- To supervise and interact with children at lunch time
- Set high standards of dress and language.
- Support the management of shared areas within the school, e.g. helping to keep them clear and tidy, at the direction of the headteacher or senior members of staff.

Collaboration matters **Excellence** in everything **Community** first **Equity** for everyone **Continuous** growth

- Assist in any part of the school at the direction of the headteacher or his/her representative.
- To be aware of the importance of being a team player and working collaboratively.
- To undertake specific training as and when required.
- To be aware of the school's policy on child protection.
- To attend meetings with other assistants
- To have some familiarity with the curriculum for the foundation stage and the national curriculum.
- To be aware of the code of practice for children with special educational needs.
- Accompany teachers and pupils on out of class learning activities, e.g. Trips
- To use basic IT skills to communicate and record information

Supporting the curriculum

- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the class teacher, SENCo of Leadership Team.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources and assist pupils in their use.
- Knowledge of the curriculum plans and learning programmes developed by the teachers with whom you work when supporting SEN pupils

This job description will be discussed with you annually and may be amended at any time in consultation with you.

Maundene Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – SEN Teaching Assistant

	Essential	Desirable
Qualifications	Good standard of English and Maths	GCSE passes in English and Maths–grade C or above Relevant LSA qualification Good standard of ICT
Experience	Experience of working with young people	Experience of working in a school. Experience of working with children with Special Educational Needs
Ability / Skills	Good communication skills Able to build and maintain good relationships with children and staff.	Understanding of child development and positive behaviour management techniques and the setting of appropriate targets.

	Able to support the growth and development of children in different settings. Ability to relate well to children. Ability to contribute to the assessment of pupils' progress Ability to motivate pupils. Ability to maintain confidentiality. A willingness to participate in in-service training and professional development. Ability to work effectively with teaching staff, senior managers and external agencies.	Understanding of techniques appropriate for supporting children with special educational needs
Personal Qualities	Able to prioritize and react appropriately to events and situations A sense of humour Able to complete tasks with minimum of supervision Willing to learn new skills Committed to looking after the welfare of the children. Able to work constructively as part of a team, understanding classroom roles to be interested in children as individuals, in how they learn and be committed to the needs of all. Ability to work independently Energetic and enthusiastic with a positive outlook Punctuality	To have a good knowledge of the local area To have links with the local community
Equal Opportunities	Commitment to equal opportunities. Ability to promote and support the school's equal opportunities policy. A commitment to school inclusion	