

**Reports To:** Principal/ Deputy Principal/SENCo

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>To provide support to Teachers across a range of activities to promote development and learning, including providing 1:1 support for named pupils with SEND. Undertaking work/care/support programmes which ensure full access to learning opportunities through close working relationships with the Teacher and SEND department.</li></ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>Assist pupil with a variety of personal self-help skills that are part of every day school experience and reporting progress or difficulties.</li><li>Supervising the activities of individuals or groups of pupils wherever these are planned to take place around the academy.</li><li>Supporting pupils' needs during off-site visits under the direction of the Teacher.</li><li>Under the instruction/guidance of a teacher, supporting the progress of pupils with SEND taking into account their speech, language and communication and social needs.</li><li>Assisting pupils in the use of all classroom resources to ensure full participation.</li><li>Supporting the personalised learning plans for each pupil by being involved in the planning and delivery of these.</li><li>Supporting the tracking of achievements and progress liaison with the Teacher, SENDCo and other agencies.</li><li>Working with planned interventions/strategies from outside agencies (such as speech therapist and educational psychologist) where necessary according to the needs of specific pupils.</li><li>Establishing and maintaining consistent and positive relationships with pupils and interacting with them according to individual needs.</li><li>Providing frequent feedback and praise to pupils in relation to progress and all forms of achievement.</li><li>Ensuring the health and safety of all pupils at all times.</li><li>Reporting any pupil problems to their class teacher(s).</li><li>Planning and preparing resources, equipment and visual aids for the classroom.</li><li>Any other responsibilities deemed appropriate to the level of the post.</li></ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Undertake the role of a tutor or shadow an experienced tutor. Participate in tutor trips and extra-curricular activities.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own Health & Safety.
		Participate effectively as a member of a team, fostering positive relationships.
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Efficient and methodical, monitors and attends to detail; checks for errors
Undertake appropriate professional development to secure progress in your career.		
<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve</i>	Developing practice ensures effective professional contribution across the department/academy.	
	Developing supervision skills and provides informal leadership / direction. Consults at the start and as appropriate throughout the activity and within the team.	

Context	<i>results in the most effective way.</i>	Willing to accept responsibility for own activities and those of the team.	
	<b>Knowledge and Understanding</b> <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Takes responsibility for improving own knowledge and practice. Identified shortfalls and proactively addresses.	
	<b>Teaching and Learning</b> <i>Ensure the best possible outcomes for all pupils.</i>	Good knowledge of subject/curriculum to assist in addressing misunderstandings of pupils. Good questioning skills.	
		Able to independently support pupils according to their needs using the 'learner plan'.	
		Knows how to relate subject knowledge to support pupils' engagement.	
		Aware of different methods to increase participation for pupils working at different levels and the extracurricular activities on offer.	
		Consistently uses behaviour management in line with policies and procedures.	
		Assists with the monitoring, recording and reporting of performance and pupil progress as appropriate.	
		Adapts styles to the needs of individual pupils. Actively reflects on own practice to ensure pupils are engaged.	
	<b>Working with Others</b> <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Independently manages and organises physical teaching space and. Ensures activities set in the absence of a teacher are appropriately delivered in a safe environment.	
		Builds relationships with parents/carers and external agencies, and keeps them informed.	
		Briefs colleagues on pupil issues immediately, monitoring the outcomes and reporting back as needed.	
	<b>Interfaces</b>	Builds relationships with others and turns to them for advice on provision and interventions.	
		Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
Context	<b>Scope</b>	Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	You must be educated up to GCSE level in both English and mathematics, and have at least a Level 1 Teaching Assistant Qualification or equivalent expertise and experience to be successful.	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.