



SEND TEACHING ASSISTANT JOB DESCRIPTION

Employment Details

Job Title:	SEND Teaching Assistant
Grade:	H5
Contract:	Permanent
Reports To:	SENDCo/Assistant Headteacher for Inclusion
Job Purpose:	<ul style="list-style-type: none">• Work with SENDCo/ Assistant Headteacher for Inclusion to support teaching and learning for pupils with SEND.• Provide learning support to pupils who need particular help to overcome barriers to learning, such as those with severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

Responsibilities

Teaching and Learning

- Implement planned learning activities/teaching programmes as agreed with the SENDCo/ Assistant Headteacher for Inclusion adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the SENDCo/Assistant Headteacher for Inclusion, providing feedback on pupil progress and behaviour.
- Support the SENDCo/Assistant Headteacher for Inclusion in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the SENDCo/Assistant Head for Inclusion.
- Support learning by arranging/providing resources for lessons/activities under the direction of the SENDCo/Assistant Headteacher for Inclusion.
- Support pupils in social and emotional well-being, reporting problems to the SENDCo/Assistant Headteacher for Inclusion as appropriate.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/medical professional.
- Attend to a pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- Undertake lunchtime duties in an allocated space.
- Administer First Aid/ emergency medication if required.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the allocated space for lessons.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the SENDCo/Assistant Headteacher for Inclusion.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by SENDCo/Assistant Headteacher for Inclusion.
- With the SENDCo/Assistant Headteacher for Inclusion, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with the SENDCo/Assistant Headteacher for Inclusion and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues

Health, Safety and behaviour

- Promote the safety and wellbeing of pupils.
- Look after children who are upset or have had accidents
- Implement the school behaviour policy to manage behaviour effectively to ensure a good and safe learning environment.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Report to designated safeguarding leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Professional Development

- Take part in the school's appraisal procedures.
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school 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 school.

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

Work with individual pupils with special educational needs.

Work with pupils for whom English is not their first language

This job description will be reviewed annually to reflect the plans, growth and development of the school, and education system. As part of the yearly appraisal cycle this will be signed by the staff member and their line manager. This job description may be amended at any time in consultation with the postholder.

SEND Teaching Assistant:

Headteacher:

Date:

Person specification

Knowledge	Competencies
NVQ level 2 in numeracy & literacy (or equivalent)	Communication (written and verbal)
Intermediate knowledge of ICT.	Problem Solving
Basic knowledge of health, wellbeing and safety.	Team working
Awareness of keeping children safe.	Motivation
Basic knowledge of First Aid.	
Awareness of Data protection and confidentiality.	
Understanding of Chater Junior's aims and values.	