

JOB DESCRIPTION

Level 3 Teaching Assistant (SEND)

The school is committed to safeguarding and promoting the welfare of young people and therefore expects all staff to share the commitment.

Post Purpose: To support teaching staff in the development and education of children with (SEND) including the provision of specialist skills and knowledge at an advanced level across a range of disciplines. To support teaching staff in the development and education of children across all aspects of school.

Reporting to: SENCo

Salary: Salary Range: Grade 2 - Point 03 (£25,614) - Point 8 (£27,709)

Liaising with: SENCo, learning mentors, teaching staff, behaviour leads and other staff where applicable

Duties and Responsibilities to include:

- 1.1 To undertake the duties of a teaching assistant level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision
- 1.2 Support for Pupils
 - 1.2.1 Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils.
 - 1.2.2 Assess the needs of pupils and contribute to the development of Individual Education Plans.
 - 1.2.3 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 1.3 Support for Teachers- Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to
 - 1.3.1 Implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
 - 1.3.2 Organise and manage learning sessions with specified groups of pupils
 - 1.3.3 Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school

- 1.3.4 Provide information and reports as required on the achievement and progress of pupils
- 1.3.5 Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.
- 1.3.6 Support the work of other teaching assistants in the class
- 1.4 Support for the school
 - 1.4.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - 1.4.2 Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
 - 1.4.3 Contribute to the overall ethos/work/aims of the school.
 - 1.4.4 Attend and participate in relevant meetings as required.
 - 1.4.5 Participate in training and other learning activities and performance development as required.
 - 1.4.6 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
 - 1.4.7 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
 - 1.4.8 Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher.
- 1.5 To adhere to the ethos of the school
 - 1.5.1 To promote the agreed vision and aims of the school
 - 1.5.2 To set an example of personal integrity and professionalism
- 1.6 Attendance at appropriate staff meetings, parents evenings and any other duties as commensurate within the grade in order to ensure the smooth running of the school

Person Specification - Teaching Assistant SEND
Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ level 3 or equivalent plus appropriate experience	AF/C
	Requires the possession of Literacy and Numeracy at Level 3 or higher.	AF/C

Experience Relevant work and other experience	Experience as a teaching assistant SEN experience is preferable	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Understanding of strategies for teaching and learning Understanding of the national curriculum Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils Ability to contribute to assessment and monitoring of pupil progress Good communication and interpersonal skills Good organisational and time management skills Ability to work collaboratively with teachers and others Ability to take responsibility and work with autonomy within set boundaries	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Training	Willingness to undertake further professional training as appropriate	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

