



CompassEko  
Trust

## HACKNEY NEW PRIMARY SCHOOL

### **Job Description**

**Job Title:** Teaching Assistant with SEND Provision

**Hours:** 36.5 hours per week

**Contract:** Term Time Only

**Grade:** NJC Scale 3

### **Purpose**

To work under the guidance and instruction of teaching staff to undertake work, care and support programmes that enable access to learning for pupils and assist teachers in the management of pupils and the classroom. Work may be carried out in the classroom, within the SEND Support Hub/Resource Provision or outside the main teaching area.

The postholder will primarily be based within the school's SEND Support Hub/Resource Provision and will work as part of the SEND Provision Team. Under the direction of teachers, the SENDCo and school leaders, the Teaching Assistant will support pupils with Special Educational Needs and Disabilities (SEND), including pupils with complex learning, communication and social, emotional needs, to access learning, develop independence and participate fully in school life.

The postholder will contribute to the provision of a safe, secure, welcoming and inclusive environment where children are happy, confident and learning.

### **Key Functions**

- Work with individuals or small groups of pupils under the direction of teaching staff.
- Support pupils with activities that develop literacy, numeracy and other curriculum skills.
- Provide support for pupils within the SEND Support Hub/Resource Provision.
- Deliver targeted interventions and structured support programmes as directed by teachers and SEND staff.
- Promote inclusion and support pupils to access learning successfully.
- Contribute to the provision of a safe, secure and welcoming learning environment.

### **Specific Responsibilities**

#### **Teaching and Learning Support**

- Support groups of children during breakfast club and throughout the extended school day.
- Lead breakfast club and extended school day provision as directed.

- Supervise and assist individual pupils and small groups in activities set by teachers or school leaders.
- Supervise whole classes for short periods of time.
- Support pupils with activities that develop literacy, numeracy and wider curriculum skills.
- Attend formal and informal meetings with teachers to contribute to lesson and activity planning.
- Prepare materials and resources.
- Work on differentiated and scaffolded activities with identified groups of children.
- Help pupils record work appropriately and develop study and organisational skills.
- Keep pupils on task and build motivation through positive role modelling.

### **SEND Support Hub/Resource Provision Responsibilities**

- Work as part of the SEND Provision Team to support pupils accessing the SEND Support Hub/Resource Provision.
- Support pupils with a range of additional needs, including communication and interaction needs, cognition and learning needs, social, emotional and mental health needs and sensory and/or physical needs.
- Take account of pupils' Special Educational Needs and ensure their access to learning through appropriate clarification, explanations, equipment, resources and support.
- Assist pupils in accessing learning activities and following routines established by teachers and SEND staff.
- Deliver targeted interventions and structured support programmes as directed by teachers, the SENDCo or other designated staff.
- Support pupils to develop communication, social interaction, emotional regulation, independence and learning behaviours.
- Adapt resources and activities under the guidance of teaching staff to support pupils' access to learning.
- Contribute to maintaining a calm, safe, structured and nurturing learning environment within the SEND Support Hub.
- Observe and record pupil engagement, progress and wellbeing and report information to teachers and SEND staff.
- Promote positive behaviour and support pupils in developing confidence, resilience and self-esteem.
- Support pupils during transitions between activities, learning environments and different parts of the school day.

### **Pupil Welfare and Development**

- Build and maintain successful relationships with pupils, treating them consistently with respect and consideration.
- Have high expectations of all children and encourage them to feel valued and develop a positive self-image.
- Enable children to become active and independent learners.
- Assist pupils with physical needs where required.
- Foster children's independence, self-reliance and language development through appropriate support and interaction.
- Carry out observations of children and contribute to pupil records.
- Support pupils whilst eating and playing at lunchtime.
- Assist with escorting pupils on educational visits and school activities.

- Take every opportunity to develop pupils' language, reading, mathematics and wider learning skills.

### **Environment and Resources**

- Share responsibility for providing a safe, clean, tidy and attractive environment for children, including classrooms, the SEND Hub, outdoor areas, halls, toilets and communal spaces.
- Share responsibility for the maintenance and organisation of resources and equipment.

### **Professional Responsibilities**

- Implement behaviour management policies in accordance with guidance provided by teachers and school leaders.
- Work within the framework of all school policies, particularly those relating to safeguarding, equality, inclusion, health and safety.
- Participate in performance management and professional development activities.
- Continuously review and improve professional practice.
- Take responsibility, as directed by the Headteacher, for activities including visits, group work, maintaining registers and providing cover.
- Comply with individual responsibilities for health and safety within the workplace.
- Share the school's commitment to safeguarding and promoting the welfare of children and young people.
- Carry out other duties commensurate with the grade of the post as directed by the Headteacher.

### **Person Specification – Teaching Assistant (SEND Support Hub/Resource Provision)**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"> <li>● Minimum Level 2 qualification in English and Mathematics.</li> <li>● Evidence of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>● Education to Level 3.</li> <li>● First Aid qualification.</li> <li>● Relevant SEND training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Experience of working with children or young people.</li> <li>● Experience of using strategies to manage challenging behaviour.</li> <li>● Experience of supporting pupils of all abilities, including those with SEND, EAL and pupils who are more able.</li> <li>● Experience of supporting pupils with communication, learning, behavioural or social and emotional needs.</li> <li>● Experience of delivering intervention programmes under the guidance of teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within a school setting.</li> <li>● Experience of working within a SEND resource provision, nurture provision or specialist educational setting.</li> <li>● Experience of monitoring and tracking pupil progress.</li> </ul>

<p>Knowledge and Skills</p>	<p>Understanding of how to monitor and support pupil progress.  Understanding of inclusive practice and strategies that support pupils with SEND.  Understanding of how adults contribute to a culture of high expectations.  Ability to build positive relationships with pupils and support their engagement in learning.  Ability to work effectively as part of a team and follow guidance from teachers and SEND staff.  Good communication skills, both written and verbal.  Understanding of safeguarding responsibilities.  Willingness to undertake relevant training.</p>	<p>Knowledge of a range of SEND needs and strategies to support communication, learning and positive behaviour.  Understanding of nurture-based and inclusive approaches to supporting pupils.</p>
<p>Personal attributes</p>	<p>Ability to remain calm and work effectively under pressure.  Ability to use initiative to respond to unexpected situations within agreed procedures and guidance.  Excellent communication and interpersonal skills.  Commitment to safeguarding and promoting the welfare of children and young people.  Flexible and open to change.  Commitment to pupils' learning, wellbeing and safety.  Patient, caring and resilient.  Ability to work effectively within a team.</p>	<p>Commitment to inclusive education and ensuring all pupils achieve their full potential.</p>

This postholder will primarily support pupils within the SEND Support Hub/Resource Provision whilst working flexibly across the school as required. The role remains that of a Teaching Assistant working under the direction of teachers, the SENDCo and school leaders.