



## **JOB DESCRIPTION**

**Job Title: SEND Teaching Assistant**

**Grade:** Grade 2/3

### **Purpose of Job Role:**

We are looking for a motivated and enthusiastic **SEND Teaching Assistant (Grade 2/3)** to join our specialist team. Oscott Manor supports children with significant communication and interaction needs, including speech and language difficulties, medical needs and autism. As a SEND Teaching Assistant, you will work closely with teachers to support pupils' learning, both in the classroom and through small group or 1:1 support. You will help deliver provision designed to develop pupils' communication, social interaction and emotional regulation skills, enabling them to access learning.

### **Duties and Responsibilities:**

- Provide individual and small-group support to pupils with autism and complex needs
- Support the class teacher in delivering engaging lessons
- Work with individuals and small groups to support learning
- Where applicable to support with personal care, maintaining the dignity of young people at all times
- Help manage classroom behaviour and promote a positive learning environment
- Prepare resources and support classroom organisation
- Build trusting, positive relationships with pupils to promote engagement, independence and confidence
- Support challenging behaviour using de-escalation positive behaviour techniques
- Monitor and record behaviour, progress, wellbeing and engagement
- Support pupils' communication needs, including use of visual aids, Makaton, PECS, or alternative communication systems
- Facilitate the development of social interaction and life skills
- Supervise and encourage participation in structured and unstructured activities
- Monitor pupils for any safeguarding or welfare concerns and report appropriately

### **Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.





5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the school.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. To perform other such duties as the line manager, Assistant Headteacher, Deputy Headteacher or Headteacher may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

**Responsible to:** Assistant Headteacher  
**Responsible for:** N/A

**Job description issued after consultation**

**Signature of the Headteacher**..... **Date** .....

**Copy received by**

**Signature of the Post holder**..... **Date** .....

