

JOB DESCRIPTION

Job title	Teaching Assistant (SEND)
Grade	Grade 3 (Points 9 - 22)
Responsible to	Principal and Senior Leadership Team
Responsible for	N/A

Summit Learning Trust Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Job Purpose:

To provide learning and care support for learners with special educational needs and disabilities (SEND). Working under the instruction/guidance of senior/teaching colleagues to support the delivery of quality learning, teaching and assessment to help raise standards of attainment for all learners. To support learners with routines, transitions and behaviour management.

Key Responsibilities:

- To build and maintain positive and constructive working relationships with learners, families, multi-agencies, professionals and colleagues, to maximise learners' development and maintain the overall ethos and vision of the Academy/Trust.
- To adopt relevant strategies to increase the achievement of learners in our enhanced provision who have special educational needs and disabilities (SEND)
- To support with the monitoring, recording and reporting of learner progress to support with the attainment of all learners.
- To support learners within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all learners.
- To support in the delivery of learning, ensuring that high levels of behaviour and engagement are upheld.
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- To select, and plan effective strategies and interventions
- To contribute to learners' reviews, including the gathering of appropriate views, data and reports
- To understand the range factors that can adversely affect a learners social, emotional and personal development and know how to appropriately intervene and escalate to external agencies
- To promote and support the personal care routines of learners
- To work in close collaboration with colleagues and parents/carers to support individual learners with their transition and re-integration.

- To use multi-sensory and therapeutic approaches to engage learners and develop their awareness of self and others
- To use the engagement model tool to develop and assess learners' skills and knowledge (exploration, realisation, anticipation, persistence and initiation)
- To use pupil-centered approaches that focus on abilities rather than disabilities
- To create and maintain a safe, emotionally secure and purposeful indoor and outdoor learning environment
- To promote and foster language and communication
- Take a full and active part in the life of the academy including participation in working groups and appropriate INSET training.
Accompany colleagues on visits, trips and out of school activities as required
Supervise learners out of class time including before and after school and at breaks, lunch and clubs

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Take part in professional development and the performance management process.
- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, Coshh, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by:	
Date:	