

Job Description

Post Title:	SEND Teaching Assistant
Location:	Inkersall Spencer Academy
Salary/Pay Range:	NJC02 – NJC06 <i>depending on experience.</i>
Hours of work:	<i>30 hours per week (39 weeks a year)</i>
Contract:	Fixed Term, 1 year
Reporting to:	Principal

Purpose of Role

- Provide support to the Principal and teacher across a range of child centred activities which promote child development and learning.
- Work with individual children having special or particular needs in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher.
- Take personal responsibility for specific tasks or people as delegated by the SENDCo/teacher.

Main Duties and Responsibilities

Support for pupils

- Support pupils' learning activities, attend to additional learning needs, and help in development.
- Support pupils to develop their independence and social skills
- Support pupils with particular needs including ASD
- Support pupil's communication by implementing a Total Communication environment
- Support pupils personal care needs and medical needs (as required)
- Promote development and learning – physical, emotional, educational and social
- Contribute to the health and well-being of pupils
- Establish and maintain relationships with individual pupils and groups
- Be an effective model for pupil behavior
- Support pupils with sensory needs
- Support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum
- Provide a secure, caring and enriching environment for the children
- Support and provide feeding for certain children as directed by medical professionals
- Arrange for first aid to be given, comfort sick children and accompany children to hospital, home or clinic, if appropriate
- Encourage acceptance and inclusion of all children
- Have familiarity with all relevant statements of SEN
- Assess identified pupils in and out of the classroom using trackers

Support for the teacher

- Help with classroom resources and records
- Provide resources to support communication systems
- Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required
- Support with the delivery of targeted interventions as directed by the class teacher or SENCO
- Support the school curriculum, especially literacy and numeracy activities
- Prepare support materials for the children that you work with
- Assist in the maintenance of a safe environment for pupils and staff
- Assist in the presentation of display materials
- Support teaching staff or senior colleagues with routine administration
- Contribute to the planning and evaluation of learning activities
- Assist in the recording of pupils' progress
- Contribute to the preparation of classrooms and outdoor areas
- Exercise general care and supervision of children during the school day, inside and outside
- Contribute to the development and delivery of pupil education and behaviour plans
- Assist with resolving behavioural and emotional problems of children
- Sharing records with parents, carers and professionals where appropriate
- Monitor and report on identified pupils in and out of the classroom
- Participate in the planning of learning programmes for individuals and groups of children

Support for the school

- Develop effective working relationships with colleagues and parents
- Contribute to the maintenance of pupils' safety and security
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management
- Recognise confidentiality, child protection and safeguarding procedures, Health & Safety, and the policies of the Governing Body and the Academy
- Participate in and contribute to staff meetings and INSET
- Review and develop their own professional practice
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information
- Assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records
- Assist the teaching staff in the smooth transition between educational phases;
- Liaise effectively with parents and other parties, as required
- Maintain and develop good working relationships with parents and other adults involved with each child
- Help organise and participate in meetings with parents/carers
- Attend reviews during normal working hours
- Give general support to school activities
- Promote the ethos of the school
- Contribute to the planning and preparation of school activities and visits

Professional development:

- Maintain and develop an extensive knowledge and understanding of good practice
- Access relevant CPD activities to support the development of the role
- Keep up to date with national and local developments
- Seek opportunities to develop practice through observing and engaging with other practitioners in this and other schools

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding
- Participate in the Academy Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Previous experience in an educational environment	✓	✓
Experience in contribution to raising standards by promoting independent learning.		✓
Direct experience of raising pupil attainment through personal intervention		
Experience of planning and delivering learning activities for group and individual need.	✓	
Relevant experience of building positive relationships with all stakeholders.	✓	
Experience of working with children and young people, including children with individual needs and from a range of backgrounds.	✓	
Experience of working with children and young people who have Speech, Language and Communication Needs	✓	
Experience of working with children who have ADHD	✓	
Experience of working with children who have physical disabilities	✓	
Experience of working with children with Autistic Spectrum Disorders	✓	

Knowledge and skills		
Knowledge and understanding of the statutory framework in subject areas and phases supported.		✓
Knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning.	✓	
Appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities.	✓	
Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment.		✓
Knowledge of stages of child development and individual needs.	✓	
Knowledge of appropriate behaviour management practices.	✓	
Knowledge of Health and Safety policies and procedures contributing to the maintenance of pupil safety and security.	✓	
Knowledge of safeguarding procedures and protocol.	✓	
Understanding and awareness of individual needs and ability to adjust communication methods accordingly.	✓	
Ability to communicate clearly orally and in writing.	✓	
Ability to contribute to the management of pupil behaviour.	✓	
Ability to establish positive relationships with pupils, families and colleagues	✓	
Aware of techniques necessary to support individual learning needs and development.	✓	
Initiative in dealing with day to day issues.	✓	
Skills to support the effective use of ICT in the classroom.	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach.	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines.	✓	
Efficient and meticulous in organisation.	✓	
Able to follow direction and work in collaboration with the leadership team.	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them.	✓	
Be willing to undertake training and development, as necessary,	✓	
Commitment to the highest standards of child protection and safeguarding.	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Understanding the role of parents/carers and the wider community in education.	✓	
Commitment to inclusive education	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	