

## **JOB DESCRIPTION**

<b>Title of job</b>	:	<b>SEND Teaching Assistant</b>
<b>Location</b>	:	<b>Oakleaf Primary School</b>
<b>Salary</b>	:	<b>H3</b>
<b>Responsible to</b>	:	<b>Assistant Head of Inclusion</b>

### **All Staff will:**

- Be committed to safeguarding and promoting the safety and welfare of young and vulnerable people by:
  - Completing and renewing safeguarding training on an annual basis
  - Reading and following the current KCSIE
- Adhere to any and all professional standards associated with the job role
- Follow and implement all Trust and DILS school policies
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Promote the school's motto 'Learn, Believe, Achieve' through a growth mindset approach
- Carry out any other duty of a similar level and responsibility to their role which is deemed reasonable by the Headteacher.

### **Main duties and responsibilities:**

#### **Support for Pupils**

1. Under the guidance of the Head and Assistant head of Inclusion, use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
4. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
5. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
6. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of

Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.

7. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

8. To undertake and complete necessary professional development identified by the Head and Assistant head of Inclusion to discharge duties effectively.

### **Support for Teachers**

1. Under the guidance of the class teacher to deliver learning activities to individuals and groups of pupils and, on occasion, to the whole class.

2. To support planning, devising and extending appropriate educational activities. This may include contributing to the development of ADPRs and Personal and Pastoral Support Plans and planning for internal alternative provision. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.

3. To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.

4. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

5. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.

6. To efficiently organise and allocate SEND resources according to need.

### **Support for the Curriculum**

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.

2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Line Manager.

### **Support for the school**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Head and Assistant head of Inclusion and other teaching assistants; working at all times within the school's policies and procedures.

2. To assist in the general efficient operation of the school, including providing cover for other support staff as necessary and providing cover for teachers as directed by the headteacher, and where necessary supervising and guiding the work of other teaching assistants.

3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.

4. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as

required.

5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

6. To undertake tasks of a similar nature and level, as directed by the Headteacher/SENDCo.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.