MOSAIC
SCHOOLS LEARNING TRUST

JOB DESCRIPTION	
School:	River Mill Primary School
Job title:	SEND Teaching Assistant
Reports to:	Inclusion Manager
Scale:	KSC

Key Purpose:

To support class teachers in all aspects of their work to:

- Support the learning and attainment of pupils with SEND
- To promote pupils' independence, self-esteem and social inclusion in line with their specific SEND needs
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning
- To organise and supervise lunchtime activities and engage children in these activities.
- Monitoring behaviour and ensure behaviour management is effective.

Main Responsibilities and Duties
In co-operation with and under the direction of the Class Teacher, the teaching assistant will be expected to:

TEACHING, LEARNING AND CLASSROOM MANAGEMENT

- Demonstrate a level of subject and curriculum knowledge relevant to their role
- Use a range of relevant strategies to support the work of the class teacher and other professionals and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities.
- Work closely alongside the class teacher to help support children with a range of complex needs.
- Must have an understanding of working with children who have a range of complex needs and challenges that are presented by these.
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Establish positive working relationships with pupils, with high expectations of learning and behaviour.
- Use effective behaviour management strategies consistently in line with the school's policies and procedures.
- Encourage pupil's independence and resilience and employ strategies to recognise and reward achievement and good behaviours.
- To contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide objective and accurate feedback to the teacher on pupil progress.
- Be responsible for keeping and updating class records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Supervising entry and departure of pupils in accordance with school policy
- To plan, supervise and engage children in planned activities during the lunch break

SUPPORT FOR THE SCHOOL

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Be aware of and comply with policies and procedures relating to health, safety and security and data protection, reporting all concerns to an appropriate person
- Have regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- To maintain at all times appropriate professional relationships with parents including ensuring compliance with the E-Safety policy and appropriate use of social media.
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff when applicable
- Supervise pupils on visits, trips and out of school activities as required
- Fully and positively participate in the schools' performance appraisal/performance related pay/performance development scheme in order to develop and enhance personal and service performance

Other responsibilities relative to this role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate the Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ROLE:	**SEND Teaching Assistant**
REPORTS TO:	Inclusion Manager
GRADE:	KSC

	Desirable (D) Essential (E)
Qualifications/Education/Training:	
Level 2 qualification in either Childcare and Development or equivalent	E
Paediatric First Aid	D
Universal Safeguarding Level 1	D
Willingness to attend meetings and training appropriate to the role	E
Experience:	
Working with or caring for children of primary school age with SEND	E
A knowledge and skilled use of a range of learning styles and teaching strategies to support children's with SEND learning	E
Experience of working in a similar setting	E

Skills and Abilities:	
Good numeracy and literacy skills	E
Good ICT skills	E
Strong supervision skills	E
Working knowledge of national curriculum and other relevant learning programmes	E
Ability to work on own initiative and as part of a team	E
Effective communication and organisational skills	E
Ability to establish and maintain good relationships with all members of the school community	E
Positive and enthusiastic attitude	E
A commitment to undertake training and continuous professional development.	E
Ability to respond calmly and logically to problems or emergencies.	E
Specific Working Requirements:	
Professional manner and attitude	E
Ability to relate well to children	E
Is willing to work within organisational procedures and processes and to meet the required standards of the role	E
Trustworthy, reliable and punctual with a flexible approach to work	E
Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes	E
Understanding of safeguarding requirement and best practice	D