

#### Key Information

**Post Title:** SEND Level 3 Teaching Assistant

**Contract:** Temporary (Due to EHCP  
Funding & the needs of the school)

**Salary:** Scale 3, Points 5-6

**Reports to:** Principal / SENDCO

**Location:** St Giles Academy, Lincoln

**Additional information:** 32.5 hours per  
week – Term Time + 5 days

#### Purpose of Post

- The post holder will take responsibility for planning and delivering specific teaching and learning activities which promote child development and learning.
- To provide support for children with additional needs, including medical requirements, within a primary academy setting.

## Job Description :SEND Level 3 Teaching Assistant

### Main Duties and Responsibilities

This role will involve adapting planning and delivering specific teaching and learning activities which promote child development and learning.

- Supervise and provide learning opportunities for pupils with additional needs.
- Co-ordinate and adapt the planning to meet individual needs as outlined in IGAPs and/or EHCPs.
- Contribute to the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management;
- Lead the preparation of the classroom environment and supervise the work of other support staff in the provision;
- Promote the development and learning in the pupils you support (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development;
- Uphold policies and procedures relating to child protection and data protection.
- Develop independence, whilst assisting pupils with eating, dressing and personal hygiene where required.
- To undertake any training commensurate to the post
- 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 and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## Person Specification :SEND Level 3 Teaching Assistant

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

Specification	Essential	Desirable	Evidence
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development and training</li> <li>Level 2 Award in Support Work in Schools.</li> <li>Level 2 Award/Certificate in Supporting Teaching and Learning in Schools. (Induction Training for Teaching Assistants &amp; Support Staff).</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within an educational environment</li> <li>Experience of working with SEND pupils in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing SEND support in a school environment before</li> <li>Experience of working with SENDCo and external agencies when providing support to pupils</li> </ul>	
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>Good written and oral communication skills with children and adults.</li> <li>Knowledge of safeguarding procedures</li> <li>Understanding of the differing needs of SEND pupils</li> <li>A good understanding of the national Key Stage (KS) curriculum and child development and learning.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work unsupervised and on own initiative</li> <li>Ability to work as part of a team</li> <li>Ability to carry out personal care duties with dignity and respect</li> <li>Knowledge of safeguarding procedures.</li> <li>The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>A strong commitment to the Trust values and ethos</li> <li>A caring, nurturing approach</li> <li>Commitment to support the Trust's agenda for safeguarding and equality and diversity</li> <li>A flexible approach and a strong work ethic</li> <li>Excellent time management and organisational skills</li> <li>High integrity with an ethically sound approach to building internal and external relationships</li> </ul>		

***We passionately believe that every child should receive the very best education that prepares them fully for the future***