



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	SEND Teaching Assistant
<b>Location:</b>	Morley Meadow Primary School
<b>Grade/salary:</b>	Plymouth Grade C
<b>Hours:</b>	22.5 hours per week, 39 weeks per year
<b>Reports to:</b>	Headteacher

### **Job Purpose**

To take a pro-active role in the support of the educational, social and physical needs of children; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of children.

### **Duties and Responsibilities**

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Accountabilities:
  - Provide support for children, including those with special needs, ensuring their safety and access to learning activities.
  - Assist the teacher in the management of children and the management of the classroom.
  - Assist the teacher with the planning of learning activities.
  - Assist with the development and implementation of Learning/Relational Plans and Personal Care programmes.
  - Undertake children's record keeping which will include recording children's responses to learning activities
  - Promote self-esteem and independence.
  - Promote positive child behaviour, deal promptly with conflicts and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
  - Provide assistance with child first aid and welfare issues e.g. look after sick children and liaise with parents.
  - Provide assistance on the playground at break and lunch times.
  - Attending to the children's personal needs, and implementing related personal programmes, including social, health, physical, hygiene which may include intimate care.

- May be required to demonstrate own tasks to new starters or less experienced members of staff.
  - May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing.
3. Take responsibility for promoting and safeguarding the welfare of children and young persons.
  4. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
  5. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
  6. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
  7. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
GCSE Grade C or above English and Maths	E	X	
Level 3 Teaching Assistant qualification or equivalent	E	X	
<b>EXPERIENCE:</b>			
Working with children with a range of SEND needs.	E	X	X
Further training in related areas e.g. communication and interaction, speech and language, TISUK, TEACCH Trained Attention Autism trained	D	X	
Read, Write Inc training	D	X	
Emotional Literacy Support Assistant (ELSA) training	D	X	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			

Proven successful experience of working with children in an educational setting.	E	X	
Understand the importance of learning objectives and Individual Learning Plans	E	X	X
Have knowledge and understanding of the school's Child Protection, Safeguarding and Health & Safety policies	E	X	X
Deliver consistent, effective and motivating support in the classroom and on the playground.	E		X
Adapt lesson plans and resources to meet individual needs.	D		X
Have experience of delivering interventions.	D		X
Form and maintain appropriate professional relationships and boundaries with children and parents.	E	X	X
Communicate effectively with a range of people.	E		X
Be adaptable and flexible, calm under pressure.	E	X	X
Provide objective and accurate feedback to the class teacher.	D		X
Maintain effective and accurate written records when required.	D		X
<b>FURTHER REQUIREMENTS:</b>			
The ability to work independently as well as in a team.	E	X	X
The ability to form effective, positive and supportive relationships with children, staff, parents and outside agencies.	E	X	X
The ability to engage with and motivate children to help them achieve their potential.	E	X	X
A commitment to improving their own knowledge, skills and practice in relation to the post.	E	X	X
Excellent standard of personal conduct including use of social media.	E	X	
A caring and positive nature.	E	X	X