



## JOB DESCRIPTION

Role Title	Department	Reports to
Teaching Assistant	Student support	Deputy SENDCO/SENDCO

## PURPOSE

You will assist in the support and integration of nominated students with Special Educational Needs. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

## DIMENSIONS

Direct Reports	Budget Responsibility
None	None

## PRINCIPAL ACCOUNTABILITIES

- To assist in the support and integration of nominated students with Special Educational Needs.
- To support students to achieve their academic potential and this should be wider than nominated (SEND) students.

### **Develop an understanding of the needs and targets of the supported students by:**

- Supporting the transition process from primary school
- Being aware of relevant records in school
- Involvement in the literacy assessments
- Maintaining awareness of IEP targets, encouraging and rewarding achievement
- Monitoring difficulties and discussing them in Inclusion meetings
- Making suggestions as to how targets can progress or be reinforced using smaller steps

### **Foster a supportive relationship with the students concerned by:**

- Being a good listener but knowing the appropriate way to deal with issues of a confidential nature
- Treating all students with the courtesy and respect that you expect from them

### **Enable the students to learn effectively in class, small groups or individually. Such support might involve:**

- Assist with the planning of learning activities
- Providing a good role model for punctuality and behaviour. Motivating and encouraging.
- Using and developing strengths, to improve areas of weakness

- Clarifying teachers' instructions
- Supporting differentiation by simplifying tasks
- Helping students to stay on task and complete work
- Developing individual learning styles through complementary activities
- Helping students to use appropriate resources
- Assisting with the recording of homework
- Encouraging and supporting the completion of home learning during lunchtime
- Observing learning behaviour and discussing with the Head of Student Support and other relevant members of staff.

**Assist in the personal development of students by:**

- Encouraging positive attitudes and good behaviour
- Helping to develop good relationships with staff and peers
- Promoting self-esteem and developing personal organisation skills
- Helping with pastoral issues that may arise, in line with school policy.

**Provide assistance for SEN students during internal and public examinations through:**

- Implementing the special arrangements for examinations as normal working practice
- Invigilating
- Reading, transcribing and scribing/amanuensis

**Liaise as necessary with:**

- Members of the Support team, in particular the Deputy SENCO
- Classroom teachers and Form Tutors
- Parents/carers
- Feeder schools and outside agencies

**Assist in SEN administration by:**

- Support the team to maintain and update IEP records, student progress records and notes
- Contributing to targets, plans and annual reviews
- Gathering evidence of performance and working practice

**Additional:**

- The post holder will be required to undertake other duties and any reasonable instructions given by the Line Manager or Head of School.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

## PERSON SPECIFICATION

Qualifications/Training	<ul style="list-style-type: none"><li>• GCSE grade C or above in English and Maths, or equivalent (Essential)</li><li>• Child development (Desirable)</li><li>• First Aid Training (Desirable)</li></ul>
Knowledge/Experience	<ul style="list-style-type: none"><li>• Previous experience of working in a school (Desirable)</li><li>• Excellent interpersonal skills with people of all ages (Essential)</li><li>• Experience of working with SEN students (Desirable)</li><li>• Able to demonstrate knowledge of a range of learning difficulties (Desirable)</li><li>• Able to demonstrate an interest in professional development (Essential)</li><li>• Good IT, organisational and administrative skills (Essential)</li></ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"><li>• Has a desire to help young people achieve their potential (Essential)</li><li>• Ability to use own initiative and to know when to use this (Essential)</li><li>• Able to support teachers in setting clear expectations of behaviour (Essential)</li><li>• Enthusiastic about this role (Essential)</li><li>• Has a willingness to develop and undertake appropriate courses (Essential)</li></ul>
Particular aptitude/Personal skills required	<ul style="list-style-type: none"><li>• Excellent interpersonal skills with people of all ages. (Essential)</li><li>• Versatile, flexible and enjoys working as part of a team. (Essential)</li><li>• Has a desire to help young people achieve their potential. (Essential)</li></ul>

### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

### Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....