



SEND Teaching Assistant Job Description

Job details

Salary: NJC Scale 4 [Salary range point 7 to 11 dependent on experience]

Hours: 32.5 hours per week, 5 days a week [8:30am to 3:30pm with a 30-minute lunch break]

Contract type: Permanent, term time only (plus INSET days as required)

Reporting to: Class Teacher/SENCO

Responsible for: Supporting teaching and learning of SEND children and the supervision of children at play and lunch times.

Main purpose

To support pupils with Special Educational Needs and Disabilities (SEND) in a mainstream primary school, including within the classroom, through one-to-one provision, and in a specialist SEN provision. The role is focused on enabling pupils to access learning, develop independence while learning and playing, and make progress in line with their individual needs and targets.

Duties and responsibilities

Supporting pupils

- Support pupils with SEND individually, in small groups and within whole-class settings.
- Provide targeted one-to-one support as directed by the class teacher or SENCO.
- Support pupils within the specialist SEN provision, following personalised learning and care plans.
- Implement strategies to support learning, behaviour, communication and emotional regulation.
- Encourage pupils' independence, confidence and self-esteem.
- Support pupils with personal care needs where required, in line with school procedures.
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews.

Supporting Teaching and Learning

- Work closely with the class teacher to deliver planned learning activities.
- Prepare materials and resources to support individuals, small groups and whole class activities
- Adapt and differentiate resources to meet individual needs.
- Assist in monitoring and recording pupils' progress and development.
- Provide feedback to teachers and SEN staff on pupil progress and wellbeing.
- Support the use of specialist equipment and resources.

Behaviour and wellbeing

- Support pupils to manage behaviour positively and appropriately.
- Promote a safe, calm and inclusive learning environment.
- Use agreed behaviour support strategies and follow school policies.
- Support pupils' social and emotional development during learning and play times.

Working with Others

- Work collaboratively with teachers, SENCO, support staff and external professionals.
- Communicate effectively with staff regarding pupils' needs and progress.
- Maintain professional relationships with parents and carers as appropriate.

Safeguarding and Professional Duties

- Safeguard and promote the welfare of children at all times.
- Follow school policies, including safeguarding, health and safety and confidentiality.
- Attend training, meetings and reviews as required.
- To administer first aid or carry out simple medical procedures in line with school guidelines.
- To develop activities to promote social interactions between pupils during break and lunch times.
- Undertake any other reasonable duties commensurate with the post.

Personal and professional conduct

- Support and uphold the school's vision and values.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other areas of responsibility

- To oversee the organisation of resources for a named curriculum area working in partnership with the subject leader.
- To ensure the smooth running of lunchtimes; helping to set up the lunch hall, supervising the children eat and play, engaging in play activities with the children and helping clear up the lunch hall and playgrounds.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 2 / CACHE Level 2 or 3 Certificate or SEND related training • Good standard of general education e.g. GCSE English, Mathematics and Science • First Aid / Paediatric First Aid
Experience	<ul style="list-style-type: none"> • Experience of working with primary aged children in an educational setting • Experience of working with children with additional needs such as learning, communication, behaviour, social or emotional needs. • Experience of teaching small groups of children and carrying out one to one interventions • Experience of communicating with a wide range of people from different backgrounds
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of Special Educational Needs and Disabilities (SEND). • Awareness of inclusive practice and the importance of equal access to learning. • knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning • Understanding of safeguarding and child protection responsibilities. • Understanding of the educational welfare and social needs of children • Working knowledge of implementing interventions to support children with special educational needs • Sound knowledge of IT to effectively support the children
Skills and Abilities	<ul style="list-style-type: none"> • Ability to support learning under the direction of a teacher or SENCO. • Strong communication and interpersonal skills. • Ability to build positive, trusting relationships with children. • Patience, empathy and resilience. • Ability to work effectively as part of a team. • Ability to manage behaviour calmly and consistently. • The ability to form and maintain good working relationships with teachers, pupils, parents and professionals from external agencies • Sound communication and interpersonal skills • Basic literacy, numeracy and ICT skills.
Personal Qualities	<ul style="list-style-type: none"> • A genuine passion for working with children with SEND. • Flexible, adaptable and willing to learn. • Calm, caring and nurturing approach. • Professional, reliable and well-organised. • Commitment to promoting pupils' wellbeing and independence. • A commitment to uphold the school's vision, values and staff code of conduct. • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner. • A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required.

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.