

**Job Description**

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| **School** St Margaret’s C of E Primary School |

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| **Post Title**  SEND Teaching Assistant | GRADE Level 1 (A1-B1)SCP1-6  Depending upon experience | Job Ref 171122SENDTA |

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| **Post(s) to which directly responsible**  Immediate Line Manager |

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| **Post(s) for which directly responsible**  N/A |

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| **Purpose of job** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning, primarily on a one to one basis, for identified pupils and provide general support to the teacher in the management of pupils and the classroom. |

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| **Responsibilities**   1. Deliver 1:1 support for individual pupils within school and in the community. 2. Establish productive working relationships with pupils, acting as a role model and setting high expectations. 3. Promote the inclusion and acceptance of all pupils within the classroom. 4. Support pupils consistently whilst recognising and responding to their individual needs. 5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. 6. Promote independence and employ strategies to recognise and reward achievement of self-reliance. 7. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance. 8. Provide pastoral support to pupils. 9. Attend to pupil’s personal needs and provide advice to assist in their social, health and hygiene development. 10. Support provision for pupils with special needs. 11. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils. 12. Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance. 13. Challenge and motivate pupils, promote and reinforce self-esteem 14. Assist with the development and implementation of Individual Education/ Behaviour/ Support/Mentoring plans. 15. Support with the development and design and then deliver of plans for individual pupils. 16. Receive and supervise individual pupils unable to access a normal timetable.   Support for the Teacher   1. Work with the teacher to establish an appropriate learning environment. 2. Work with the teacher and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate. 3. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against predetermined learning objectives. 4. Provide objective and accurate feedback and reports as required, to the teacher on pupil   achievement, progress and other matters, ensuring the availability of appropriate evidence.   1. Be responsible for maintain and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required. 2. Undertake marking of pupils’ work and accurately record achievement/ progress. 3. Promote and ensure health and safety, positive values, attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. 4. 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. 5. Administer and assess routine tests and invigilate exams/ tests. 6. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links. 7. Create and maintain a purposeful, orderly and productive working environment. 8. Ensure timely and accurate design, preparation and use of specialist equipment/ resources/materials. 9. Assist in the development of lesson/ work plans, administration of coursework, work sheets etc. 10. Contribute to planning, development and organisation of systems/ procedures. 11. Liaise with feeder schools and other relevant bodies to gather pupil information. 12. Support pupils’ access to learning using appropriate strategies, resources etc. 13. Assist in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration. 14. Implement agreed work programmes/ practical lessons under the guidance of the teacher. 15. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning. 16. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils. 17. Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs. 18. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use. 19. Help pupils to access learning activities through specialist support   Support for the school   1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. 3. Contribute to the overall ethos/ work/aims of the school. 4. Establish constructive relationships and communicate with other agencies, in liaison with the teacher to support achievement and progress of pupils. 5. Attend and participate in regular meetings. 6. Participate in training and other learning activities and performance development as required. 7. Recognise own strengths and areas of expertise and use these to advise and support others. 8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. 9. Undertake planned supervision of pupils’ out of school hours learning activities. 10. Supervise pupils on visits, trips and out of school activities as required.   General   1. To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher. 2. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, 3. To develop & promote high standards throughout the Academy. 4. Be able to work independently, supporting pupils 1:1 for periods both in school and in the community.   Other   1. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour. |

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| **Relationships**  The postholder will be required to work flexibly to deliver an efficient Service.  There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers |

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| Physical Conditions The post is currently based at St Margaret’s C of E Primary School  St Margaret’s has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |

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| |  |  | | --- | --- | | **Economic conditions** | | |  |  | | Grade: | Level 1 (A1 – B1) | | Annual Leave: | Term time only | | Hours: | 30 hours per week | | Conditions of Service: | NJC Conditions apply | |

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| **Prospects**  **Promotion**  Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.  **Training**  The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

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| **QUALIFICATIONS**  See employee specification below. |

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| **Job Description Prepared / Reviewed by:** | SB | **Date:** | 08/11/2017 |
| **Job Description Approved by:** | JS | **Date:** | 08/11/2017 |

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| SKILLS | Ess | Des | MOA |
| Good numeracy/literacy skills | \* |  | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers, fax). | \* |  | A & I |
| Ability to relate well to children and adults | \* |  | A & I |
| Work constructively as part of a team | \* |  | A & I |
| Ability to self-evaluate learning needs and actively seek learning opportunities |  | \* | A & I |

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| KNOWLEDGE/QUALIFICATIONS/TRAINING | Ess | Des | MOA |
| Working with or caring for children of relevant age | \* |  | A & I |
| Understanding of Autistic Spectrum Condition and how this impacts on child development and learning | \* |  | A & I |
| Work constructively as part of a team, understanding classroom roles and  responsibilities and your own position within these | \* |  | A & I |
| Thorough knowledge of safeguarding children in education | \* |  | A & I |
| Participate in development and training opportunities | \* |  | A & I |
| General understanding of national / foundation stage curriculum and other basic learning programmes / strategies |  | \* | A & I |
| Completion of DfES Teacher Assistant Induction Programme |  | \* | A & C |
| Appropriate knowledge of first aid |  | \* | A |
| Autism Education Trust (AET) Level 1 (or higher) |  | \* | A & C |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of dealing with queries from a wide range of people | \* |  | A & I |
| Experience in the use of the Microsoft package | \* |  | A & I |
| Experience of using additional ASC strategies e.g. Boardmaker | \* |  | A & I |
| Experience of working as part of a team |  | \* | A & I |

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| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application Form  T = Test  I = Interview  C = Certificate |