

Job Description: Teaching Assistant with SEND Focus



Responsible to: Headteacher

Rate of pay: Grade 6, Point dependent on experience

Hours of work: 27.5 hours per week, 8.30am to 3.00pm Monday to Friday, Term time only

This is an exciting opportunity for someone committed and enthusiastic about inclusion and supporting the additional needs of our fantastic special needs children. It will involve directly working with a range of children with additional needs and working in partnership with the school SENDCo to ensure these children reach their full potential.

SUPPORT FOR PUPILS

- Champion the needs of SEND children in school
- Support the integration of SEND children into primary school
- Provide the necessary help and support required for them to:
 - access the curriculum
 - manage their learning and behavior
 - participate in classroom and social activities
- Provide pastoral, social and personal care
- Provide supervision and care during break times, including lunch as required
- Meet, plan and prepare activities with the teacher or other agencies
- Attend training to develop an understanding of the needs of such children and your role in relation to these needs
- Give feedback to colleagues as appropriate and support other TAs in working with SEND children
- Attend review meetings if required
- Assist class teachers as directed/necessary, perhaps by taking small groups of children out of class for help with their work or helping children in the classroom alongside the teacher

SUPPORT FOR SENDCO/TEACHERS

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established Behaviour for Learning Policy and individual Behavior Support Plans to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, equalities and data protection, reporting concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class