**Teaching Assistant (SEND) - Job Description / Person Specification**

**SUMMARY OF MAIN JOB ROLE AND RESPONSIBILITIES**

**Reports to:** Headteacher / SENDCo

**Hours:** Full time – 37 hours per week - Term time only

Monday to Thursday: 08:00 – 16:30

Friday: 08:00 – 15:30

**Grade**: TA1 0104 Scale points 3 – 4 Pro rata for term time only

**Job Purpose:**

* Support the Aims and Vision of the school
* Support the teacher in the classroom and in preparation for lessons.
* Support students in their educational and social development.
* Provide extra support for students with special educational needs or disabilities and EAL.

**Main duties and responsibilities**:

|  |
| --- |
| **General Duties** |
| * Support students with mathematics, reading and writing on an individual, class or small   group basis.   * Help students who need extra support to complete tasks. * Give extra support to children with special educational needs, disabilities or English as an   additional language.   * Help the teacher to develop learning programmes and activities, and adapt appropriate   materials.   * Assist the teacher with marking and correcting work during lessons, and other administrative tasks * Support the teacher by working with small groups or individual students within class. * Supervise group activities as directed. * Become one of the school’s first aiders. * Take part in training, meetings and reviews. * Help create displays. * Develop knowledge of the SEND needs of individual students. * Help produce and review Individual Education Plans * For the pupils you are supporting:   - Aid their learning as effectively as possible.  - Clarify and explain instructions.  - Ensure they are able to use any equipment and materials provided.  - Assist them in weaker areas such as language, behaviour and social skills.  - Help them to concentrate and complete work set.  - Meet physical needs as required while encouraging independence.  - Assist with the development and implementation of EHC plans.   * Undertake structured intervention programmes, adjusting   activities according to student responses.   * Undertake intervention programmes linked to local and national learning strategies,   recording achievement and progress, and providing feedback to the SENDCo.   * Assist with the preparation and maintenance of equipment/resources if required. * Support with lesson plans/relevant learning activities to enhance the delivery of an enriched curriculum. * Assist with school events, trips and activities as required.   Cover lessons for absent staff if emergency cover is needed |

**Person specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will have:   * At least five A\*-C GCSEs, including English and Mathematics. * Excellent knowledge of Microsoft Office programmes * Level 2 TA qualification * Level 1 Safeguarding as a minimum | * An Enhanced DBS * An up-to-date first aid certificate. * Level 3 Teaching Assistant Qualification or equivalent * Further education, e.g. ND, HND or degree * Health & Safety certificate |
| **Experience** | The successful candidate will have experience of:   * Experience of working with young people in a voluntary or paid capacity. |  |
| **Knowledge and skills** | A good understanding of:   * Special Educational Needs * the roles played by various adults in a student’s education; * behaviour management strategies; * equal opportunities * safeguarding   Ability to:   * assist students on an individual basis, in small group and whole class work; * explain tasks simply and clearly and foster independence; * supervise children, and adhere to defined behaviour management policies; * Accept and respond to authority and supervision; * work with guidance, but under limited supervision; * liaise and communicate effectively with others; * demonstrate good organisational skills; * reflect on and develop professional practice; * display work effectively, and make and maintain basic teaching resources. * work supporting individual students on programmes to improve Literacy and /or * Numeracy * support students in learning outside of the classroom including educational trips and visits. | * Trained to deliver intervention programmes * First Aid at Work certificate * EAL qualifications / command of additional languages appropriate to our community. In addition, the Teaching Assistant might also be able to: * Monitor, record and make basic assessments about individual progress suggest alternative ways of helping students if they are unable to understand; * Experience of delivering small group interventions * Describe, in simple terms, the process of behaviour management with students; * Identify gaps in their own experience that they need help in filling; * demonstrate the ability to learn and adapt from past experience.   contribute to the wider life of the school including extra-curricular activities |
| **Personal qualities** | The successful candidate will have:   * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * High expectations of self and a desire to maintain professional standards. * The ability to work as both part of a team and independently. * The ability to maintain successful working relationships with colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities * A commitment to supporting others. * An excellent understanding of confidentiality. * A warm, engaging and transparent personality.   The successful candidate will be:   * Committed to promoting high quality and consistent practices. * Dedicated to their professional development and achieving desired qualifications. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. * Capable of handling a demanding workload and successfully prioritising work. * Professionally assertive and clear thinking. * A good team player, with the ability to also work using their own initiative. * Willing to go the extra mile. * Able to quickly adapt to changes. | * Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. * Able to work in small teams |