**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**:

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| **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**

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|  | **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
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| **Experience** | The successful candidate will have experience of:* Experience of working with young people in a voluntary or paid capacity.
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| **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
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