## St Chad's CofE Nursery and Infant School

## JOB DESCRIPTION: Teaching Assistant - SEND

**POST:**     Teaching Assistant - SEND

**GRADE:**  C, Pay Point 5 - 6

**SUPERVISORY RESPONSIBILITIES:**

To whom:  Headteacher, Senior Leadership Team, HLTA, SENDCo

**PURPOSE OF POST:**
- To provide support to the Headteacher, Senior Leadership Team, HLTA, SENDCo and teachers across a range of child centered activities which promote child development and learning.
- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- To support teaching and learning, providing general and specific assistance to children and staff under the direction, guidance and direct supervision of a teacher.
- Support the teacher in observing, monitoring, assessing and recording pupil progress/activities.
- To provide a relational approach to support pupils with social, emotional and mental health needs.
- Contribute to the health and wellbeing of pupils through the support of safeguarding for pupils by ensuring a safe environment and following policies and procedures at all times.
- Develop and promote positive relationships with pupils communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.
- Understand and support independent learning and inclusion of all pupils as required.
- Providing learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or, social and emotional, communication, sensory or physical needs and / or disabilities.
- To take personal responsibility for specific tasks, children or people as delegated by teachers or the Headteacher, Senior Leadership Team, HLTA and SENDCo.

**AREAS OF RESPONSIBILITY AND KEY TASKS – TO:**
1. Promote and actively support the Christian values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Use emotion coaching, co-regulation techniques, and restorative conversations to support behaviour and well-being.
5. Model and exercise high quality care and education for all children during the school day.
6. Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
7. Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour support.
8. Contribute to the planning and preparation of school activities, indoor and outdoor areas and visits.
9. Continually develop a high quality learning environment including the display of children's activities and achievements and information for parents and families.
10. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of children's work and contribute to maintaining a safe environment.
11. Support learning by arranging / providing resources for lessons/activities under the direction of the

teacher

12. Work with individuals or small groups of children under the direct supervision of teaching staff and provide feedback to the teacher.

13. Supervise children during each transition, including entering school, outdoor play and end of the school day alongside the class teachers.

14. Work in a professional manner and with integrity and maintain confidentiality of records and information.

15. Attend training where necessary and cascade information to other members of staff.

16. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

17. Be aware of and comply with all school policies including in particular Health & Safety and Safeguarding.

18. Participate in the school's performance management process and undertake professional development as required.

19. Adhere to all internal and external deadlines.

20. Contribute to the overall aims and ethos of the school.

21. Use ICT effectively to support learning activities and develop children' competence and independence in its use.

22. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

23. Support the teacher in monitoring, assessing, recording and providing feedback on children's progress and activities, including Individual Education Plans (APDRs) and Education, Health Care Plans (EHCP's)

24. Participate in meetings and share records with parents, carers and professionals where appropriate.

25. Assist children with eating, dressing and hygiene, as required, whilst encouraging independence.

26. Maintain and develop good working relationships with parents and other adults involved with the child.

27. Support children's personal hygiene which will include changing nappies, toilet training, and changing wet / dirty clothes.

28. Arrange for first aid to be given, comfort sick children, and accompany children to hospital, home or clinic if appropriate.

29. Participate in and contribute to staff meetings and INSET as required.

30. Participate in the development and delivery of national and local initiatives.

31. Continue own professional development in line with school improvement priorities and personal professional needs.

32. Take on any additional responsibilities which might from time to time be determined.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

**Signed Teaching Assistant - SEND:**                               **Date:**

**Signed Headteacher:**                                                        **Date:**