

William Gilbert Endowed C of E Primary School and Nursery
SEND Teaching Assistant Job Description

Employment details

Job title:	SEND Teaching Assistant
Reports to (job title):	The Headteacher
Type of position:	32.5 hours (fixed term for 1 year)
Hours of work:	Monday-Friday 8.30-3.30
Level and scale point:	Grade 8 (£29,719 - £31,691)
Job purpose:	<ul style="list-style-type: none"> • Provide specific support for pupils with special educational needs or disabilities. • Support the teacher in the classroom and in preparation for lessons. • Support children in their educational and social development.

Main duties/responsibilities

Develop a secure knowledge of the learning support needs of individual pupils.
Teaching and Learning
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
Develop a positive relationship with parents of children with SEND, including attending reviews where appropriate.
To be responsible for the development, planning, implementation and evaluation of specific learning programmes in consultation with the SENDCO, class teacher and other agency professionals.
Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to the SENDCO and teachers.
Assist with the preparation and maintenance of school equipment and resources required to meet lesson plans or other relevant learning activities to support the delivery of an enriched curriculum.
Motivate and progress the pupils' learning by using clearly structured, interesting teaching and learning activities.
Be familiar with lesson plans, EHC plans, IEP targets, pupil profile and learning objectives.
Promote and support inclusion of the pupil, both in learning activities and within the classroom.
Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage the pupil to interact and work co-operatively with others.
Help the teacher to develop learning programmes and activities, and adapt appropriate materials.
Organise and safely manage the appropriate learning environment and resources.
Assist the teacher with marking and correcting work, and other administrative tasks.
Promote and reinforce the pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
Support the role of parents in their child's learning and contribute to meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
Manages children's learning in small groups, feeding back to the class teacher about attainment and progress.
Support the implementation of Individual Learning Plan or Education and Health Care Plan targets and learning/social and emotional strategies

Monitoring and Assessment
As a Special Education & Disability Teaching Assistant you will monitor, support and manage any training, auditing, ordering and implementation of SEND Learning programmes and procedures and risk assessments for the pupil.
Monitor and report on pupil progress in and out of the classroom and share with SENDCO, teachers, agency professionals and parents.
Assess the pupils' responses to learning tasks and personalise provision to meet their needs.
Mentoring, Supervision and Development
As a Special Education & Disability Teaching Assistant you will work within the general directions of the Headteacher, SENDCO and or class teacher.
Be responsible for your CPD training and development needs to have the relevant skills and knowledge to provide specialist support.
Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
Behavioural and Pastoral
Provide support and assistance for the pupil's pastoral needs.
Understand and implement school safeguarding procedures and comply with legal responsibilities.
Ensure the safety and well-being of pupils by paying due regard to health and safety, safeguarding and child protection procedures.
Provide physical support and maintain personal equipment used by the pupil's at the school.
Help out with school events, trips and activities.
Where required, support individual children with personal care, following their agreed personal care plan.
Carry out any other reasonable duties, commensurate to the post, as directed by the Headteacher, to ensure the safe and smooth running of the school.