

## Job Description

**Post:** SEND Teaching Assistant

**Grade:** Grade 3/5 depending on qualifications

**Responsible to:** Head teacher and Inclusion Leader

### Liaison with:

- Teaching Staff
  - Teaching Assistants
  - Professional Staff Involved in the Education of Children
  - Parents
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## Principle Roles:

### Teaching Assistant

- To work in partnership with teachers across the whole school as deployed by the Headteacher/Inclusion Team to raise the learning and attainment of all pupils, including those with any identified special educational needs; EHC Plans, My Plan+ and My Plans, whilst also promoting their independence, self-esteem and social inclusion.
- To promote and safeguard the welfare of children.

## Main Responsibilities and Duties

### Teaching and Learning

- Provide a Nurturing and Caring attitude with all children, especially those with SEND/EHC Plans
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role including in the development and implementation of My Plan(+)/EHC Plans.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher in and out of the class and increase achievements of all pupils, including those with SEND.
- Promote, support and facilitate inclusion by encouraging participation of all in their learning, including those with SEND and EHC plans.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures and know when and how to use Individual Behaviour Plans, rewards and sanctions.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching spaces and resources.
- Take groups for short periods of time at the request of the Headteacher, Inclusion Leader or Classteacher.

*Swindon Village Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment*

## **Knowledge and Understanding:**

- Share responsibility for ensuring that your own knowledge and understanding, especially of SEND and disadvantaged pupils' needs, is relevant and up to date by reflecting and liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching partner role, with support from the school.
- Demonstrate expertise and skills in understanding the needs of pupils with high-prevalence SEND – for example: SEMH, ASD, ODD.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role. E.g. leading interventions

## **Working with others**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand the responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues.

## **General duties**

- Assist with the supervision of pupils out of lesson time, including before school, break-times and, when required, at lunchtime.
- Attend training and personal development opportunities – insets/twilights/online etc.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- In an emergency to accompany a child or children to hospital or designated surgery when requested by the Headteacher or designated representative.
- Undertake any other reasonable duties assigned by the Line Manager or Headteacher.

## **Special Conditions**

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

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Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed.

**Head Teacher / Line Manager**

**Date**

Print: .....

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Signature: .....

**Post-holder's signature**

**Date**

Print: .....

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Signature: .....