Job Description

Post Title: SEND Teaching Assistant (TA)

Contract: Fixed-Term

Line Manager: Headteacher

Pay Range/Grade: Band 4, SCP3 – SCP4

Location: Horton Grange Primary School

Hours of work: 32.4 per week

Core Purpose:

To undertake work/care/support programmes to enable access to and enhance learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Supervisory Responsibilities:

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working

Supervision and Guidance:

To work under the instruction and guidance of teaching & senior staff.

Decision Making:

To make decisions using initiative within established working practices and procedures.
The post holder will be expected to use good common sense and initiative in all matters relating to:
- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and wellbeing of the pupils.

Key Stakeholders:

Internal contact with staff at all levels across the school and Trust, Parents/Carers, Governors, Community Groups, Social Services, Police, Local Education Authority, Contractors and External Agencies.

Duties & Responsibilities

Dawnay Road, Bradford BD5 9LQ
info@exceedacademiestrust.co.uk
01274 086 490
www. exceedacademiestrust.co.uk

Support for Pupils
- Supervise and provide specific support for pupils, including those with special needs, ensuring their safety, and access to learning activities and progress.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes in order to promote pupil learning.

Support for the Teacher
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Support for the curriculum
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, Early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the school
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.
- To support, uphold and contribute to the development of the Trust/School's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Adhere to the schools Professional Code of Conduct for Staff.

Management of Resources
- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- The provision, use and storage of equipment and materials used by pupils with whom the post holder is working. General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

Safeguarding and Compliance
- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the school's policies in respect of Safeguarding and Child Protection
- Through example, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS • GCSE English and Maths Level C or above or equivalent • NVQ Level 2 for Teaching Assistants (Supporting Teaching & Learning) or equivalent qualifications or experience • Qualifications relating to post e.g. health, children practical skills, first aid	**E** **D** **D**	Application and interview
EXPERIENCE • Have previous experience in a similar role • Have experience of working with children with SEND • Speak fluent English to an appropriate standard, in line with the Immigration Act 2016.	D D E	Application and interview
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) • Understanding of child development and learning. • Be able to motivate and inspire children, staff, parents and Governors • Have the ability to work effectively as part of a team • Ability to demonstrate behaviour management skills • Ability to use relevant technology • Good numeracy and literacy skills	E E E E E E	Application and interview
PERSONAL QUALITIES • Be committed to raising standards • Be someone who can create an atmosphere in which children can thrive and succeed • Have excellent interpersonal skills • Effective communication and organisation skills	**E** **E** **E** **E**	Application and interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date / /**

Signature of Chief Executive Officer _____ **Date / /**