

The Heights Primary



Job Specification – Teaching Assistant with SEND Experience

Reports to: SENCO and Classteacher

Hours: full time, please see the advert for the number of hours per week for this particular role; term time plus inset days.

Main Purpose:

1. To support a pupil with SEND 1:1 to help develop their social, communication and interaction skills.
2. To support a pupil with SEND with their learning across different areas of the curriculum in line with the provision agreed in their EHCP.

Key Responsibilities:

Teaching and learning

- Support a specific pupil with SEND (1 to1 and in small groups) with learning across the curriculum.
- With support from Classteacher and SENCO, lead on delivery of individualised support.
- Assist in the emotional and social development of a specific pupil with SEND under the guidance of the SENCO and Class Teacher.
- Support pupils to understand instructions.
- Support a specific pupil with SEND in using basic ICT as directed.
- Assist the Class Teacher with maintaining pupils' records as requested.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

Administrative Duties

- Prepare classroom as directed for lessons and clear afterwards.
- Prepare and present displays of pupils' work.
- Provide clerical / admin support, e.g. photocopying, filing.
- Undertake other duties from time to time as the Headteacher requires.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils and the school's therapeutic approach.
- Encourage pupils to interact with others, and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

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.
- Contribute to the overall ethos/work/aims of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Help promote positive behaviour management.
- Appreciate and support the role of other professionals, such as speech and language therapists and occupational therapists.
- Be proactive in matters of health and safety.
- Attend 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, during break and lunchtimes. This will be arranged on a rota basis.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Undertake any other duties of a similar nature as required by the teacher, DHT or Headteacher.

Person Specification:

We are looking for someone who:

- Has strong relevant experience working with children with special educational needs.
- Can support pupils, using effective learning strategies.
- Has good communication skills.
- Has good organisational skills.
- Is able to inspire young minds and make learning fun.
- Works well as part of a small team.
- Has the ability to work closely with teachers, parents and associated professionals.
- Is flexible and adaptable to changing circumstances and requirements.
- Is calm and patient.
- Is caring and conscientious.
- Is enthusiastic, with a sense of humour and positive attitude.
- Is willing to undertake training and professional development.

It would be an advantage to have some experience of working with a child who is a selective mute.

Pay

- Pay will be pro rata, dependent on actual hours worked.
- Please see the advert for the current full time equivalent salary.

The responsibilities within this job specification may be changed from time to time.