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**JOB DESCRIPTION**

**Job Title: Teaching Assistant SEND**

**Directorate: Supported Learning**

**Faculty: SEND**

**Reporting To: Curriculum Coordinator**

**Date JD produced/revised: June 2018**

**Post Reference number: SMT1718597**

**The primary purpose of this job role is to:**

To provide support for teachers to ensure that young people and adults are able to achieve and make progress in their learning; to support learners with learning difficulties and disabilities to develop the skills needed to become independent learners and citizens.

**MAIN DUTIES AND RESPONSIBILITIES**

**Supporting Teaching and Learning**

1. Work closely with the teacher using prior knowledge of complex learning difficulties, ASD, SLD and MLD needs to aid all learners to achieve their targets.
2. Help with monitoring, assessing and recording progress of learners.
3. Plan and deliver activities 1 to 1 or with a small group which supplement the learners’ programme of study
4. Working with the teacher, contribute to the planning and preparation of learning activities
5. Provide feedback on learning activities to the learner and the teacher
6. Contribute to college self-assessment and curriculum or learner development planning
7. Carry out administrative tasks to support teaching and learning, as required by the Programme Leader or Curriculum Coordinator
8. Organise the learning environment and develop appropriate resources and displays as required
9. Contribute to behaviour management of learners within the college
10. Support learning outside the classroom in the wider curriculum including PSHE, employability and external visits
11. Undertake exam invigilation duties
12. Maintain Health and Safety of learners and contribute to risk assessment.
13. Develop and maintain effective working relationships with other staff and parents or carers

**Supporting Learners**

1. Provide support for learners with their personal care to insure privacy and dignity.
2. Provide health care support including supporting and monitoring taking prescribed medication.
3. Develop resources to support learners to engage in their educational programme.
4. Carry out interviews with learners to assess their support needs
5. Carry out assessments of learners’ eligibility for exam concessions.
6. Alert the teacher to any learners who are experiencing specific problems and to work with the teacher to develop strategies for the learner to overcome the problem.
7. Provide additional learning support for learners to enhance learning and improve attainment
8. Monitor and evaluate the progress and development of learners with special educational needs or disabilities
9. When and if required, liaise with specialist services on behalf of individual pupils e.g. educational psychologists, speech therapists by agreement with the SENCO
10. Promote inclusion, ensuring all learners feel involved with tasks and activities
11. Contribute to the development of ILPs and the regular reviewing and updating of individual personalised learner targets
12. Maintain records for learners who receive additional learning support

**General Duties**

1. Attend and actively participate in staff meetings and staff development sessions
2. Actively support the College’s values, policies and procedures, particularly responding to those relating to health and safety, safeguarding, equality and diversity, data protection and information sharing.
3. Be familiar with and promote safeguarding requirements, as outlined in the Safeguarding Policy and Procedure and ensure you undertake appropriate training provided by the College.
4. Be prepared to undertake First Aid Training and be part of the staff team responding to first aid emergencies when required.
5. Carry out such duties and responsibilities under the Health and safety at Work (etc) Act 1974 and associated legislation as described in the College’s Health and Safety policy documents.
6. Adhere to the Risk Management Policy and to notify your line manager of any identified risk.
7. Maintain professional standards in relationships, including non-discriminatory practices, and to maintain a high level of confidentiality and discretion.
8. Such other duties commensurate with the grade of the post as may be reasonably required at any of the College locations.
9. To actively advance equality of opportunity and foster good relations within the College community.
10. To adhere to College equal opportunities policies, procedures and practices.

**Special conditions or working arrangements applicable to this role are;**

This post is defined as regulated activity. The postholder is required to hold an enhanced Disclosure and Barring Service (DBS) check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.  
  
Please note that this job description is current as at the date shown above. In consultation with you it is liable to change to reflect changes in the job.

**EMPLOYEE PROFILE – Teaching Assistant (SEND)**

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| ATTRIBUTES | **ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE** | **ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE** | **ASSESSMENT METHOD**  **e.g., application form, interview, tests** |
| **Qualifications** | Good general education  GCSE Grade C or equivalent in English and Maths | Level 2 Learning Support Qualification or working towards.  Working with Dyslexia.  Qualification in Moving and Handling/ Assisting People to Move. | Application Form  Certificates |
| **Related**  **Experience** | Recent and demonstrable experience of working with people within SEND. | Recent and demonstrable experience of working with young people and adults from a variety of age ranges  within an FE setting or other institution (education, healthcare, social services)  Recent experience of sighted-guiding | Application Form  Interview |
| **Special**  **Circumstances** | Prepared to represent the Department at welcome events throughout the academic year.  Prepared to undergo relevant training.  Prepared to work to programme needs across all college faculties. |  | Application form  Interview |
| **Knowledge, skills and abilities** | Ability to motivate  Ability to work as a member of a team  Able to work independently using own initiative.  Ability to note take for students  Excellent interpersonal skills  Excellent communication skills | Computer literate | Application Form  Interview |
| **Disposition and approach** | Supportive and Approachable attitude  Reliability  Tact, sensitivity, patience & understanding  Adaptability and ability to cope with change  Willingness to learn new tasks  To promote and safeguard the welfare of children and vulnerable Adults  Commitment to equality & diversity |  | Application form  Interview |

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | APT&C Scale 4 |
| **Salary: (to be pro rated if part-time)** | £18,048 to £20,111 (FTE) pro rata for term time only |
| **Superannuation Scheme:** | Local Government Pension Scheme |
| **Number of hours to be worked per week** | Full Time – but term time only |
| **Full year or term time only contract** | Term Time only |
| **Contract type** | Fixed Term – 12 Months |
| **Annual Leave Entitlement** | Holiday entitlement is incorporated into the annual salary. |