

## Job Description

**Post Title:** SEND Teaching Assistant

**Location:** Ashwood spencer Academy, Derby

**Salary/Pay Range:** NJC2-6 £17388 - £18575

**Hours of work:** *33.5 Hrs per week, Term Time Only, Fixed term whilst the child remains at the school*

**Reporting to:** Principal

### Purpose of Role

To provide support to the Principal and teacher across a range of child centred activities which promote child development and learning.

Work with individual children as directed by the Principal and teacher.

To work within the general directions of the Principal.

To work under the leadership and supervision of a teacher.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific responsibilities include

### Main Duties and Responsibilities

#### Support for pupils

- Support pupils' learning activities, attend to additional learning needs, and help in development;
- Support pupils' to develop their independence and social skills;
- Support pupils' with particular needs including ASD;
- Support pupils' communication by implementing a Total Communication environment;
- Support pupils personal care needs and medical needs (as required);
- Contribute to the health and well-being of pupils;
- Establish and maintain relationships with individual pupils and groups;
- Be an effective model for pupil behaviour;
- Support pupils' with sensory needs;
- Support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.

#### Support for the teacher

- Help with classroom resources and records;
- Provide resources to support communication systems;
- Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- Support with the delivery of targeted interventions as directed by the class teacher or SENCO;
- Support the school curriculum, especially literacy and numeracy activities;
- Provide support for learning activities;
- Support the use of ICT in the classroom;
- Assist in the maintenance of a safe environment for pupils and staff;
- Assist in the presentation of display materials;
- Support teaching staff or senior colleagues with routine administration;
- Contribute to the planning and evaluation of learning activities;
- Assist in the recording of pupils' progress.

#### Support for the school

- Develop effective working relationships with colleagues and parents;
- Contribute to the maintenance of pupils' safety and security;
- Review and develop their own professional practice;
- Recognise confidentiality, child protection and safeguarding procedures, Health & Safety, and the policies of the Governing Body and the Academy;
- Attend training events and staff meetings;
- Assist the teaching staff in the smooth transition between educational phases;
- Assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
- Liaise effectively with parents and other parties, as required.

#### Professional development:

- Maintain and develop an extensive knowledge and understanding of good practice.
- Access relevant CPD activities to support the development of the role.
- Keep up to date with national and local developments.

#### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

#### **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• GCSEs (A-C) / including English and maths</li> <li>• Good standard of education especially with regard to literacy and numeracy skills</li> <li>• Qualification such as NVQ/CACHE /degree relevant to the role (desirable)</li> <li>• Recent experience of working with children and young people and taken a keen interest in supporting learning, welfare and achievements in either a paid or voluntary capacity in educational, youth or social care context</li> <li>• Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds.</li> <li>• Relevant experience of building positive relationships with all stakeholders</li> <li>• Experience of working with children and young people who have Speech, Language and Communication Needs</li> <li>• Understanding the role of parents/carers and the wider community in education</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Understands the different ways in which children and young people can be harmed; knowledge of relevant legislation concerning Child Protection/ Safeguarding and Prevention</li> <li>• Ability to liaise sensitively with parents and carers from a wide range of ethnic, cultural and social backgrounds; values their role in pupil's learning. Knows how to raise concerns in appropriate ways</li> <li>• Developed communication skills, both orally and in writing</li> <li>• Ability to contribute to the positive management of children's behaviour</li> <li>• Ability to establish positive relationships with pupils, families and colleagues</li> <li>• Patience and ability to maintain calm under pressure</li> <li>• Able to follow direction and work in collaboration with colleagues</li> <li>• Awareness of techniques necessary to support individual learning needs and development</li> <li>• Initiative in dealing with day to day issues</li> <li>• Commitment to inclusive education</li> <li>• The desire to create a working culture which values creativity and openness and is sensitive to individual needs</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

Personal qualities		
• Able to form positive relationships with all children and motivate them to succeed	✓	
• Able to work with others in a team to support work with children with special educational needs	✓	
• Work at all times within the framework of agreed school policies	✓	
• To relish challenge and perform efficiently in this new and exciting management role	✓	
• Have a flexible approach to work who enjoys being a good team member	✓	
• Good communication skills both orally and in writing	✓	
• Able to manage own work load effectively and responds swiftly to tight deadlines	✓	
• Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
• Willingness to, and ability to, run whole school INSET	✓	
• Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions	✓	
• To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
• To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
• Commitment to the highest standards of child protection and safeguarding	✓	
• Recognition of the importance of personal responsibility for health and safety	✓	
• Commitment to the Trust's ethos, aims and whole community.	✓	