



SEND Teaching Assistant

Black Firs Primary School Grade 4+ Pension Scheme (LGPS)

For a confidential discussion about this post with the Headteacher, more information, or to arrange a visit, please contact the school on 01260 272935 or office@black-firs.co.uk



JOB PURPOSE

- To support the teaching and development of students, including those with SEND, in accordance with the policies of the MAT

MAIN AREAS OF RESPONSIBILITY

- Undertake a specialist role using relevant expertise to deliver and implement learning activities and programmes.
- Plan and implement agreed learning activities for individual and groups of students, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved.
- To co-ordinate the work of individuals or groups of students so that the needs of particular projects and shared objectives for supporting individual or groups of students are met.
- Observe and monitor individual students to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to students, parents and other staff.
- Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of students' well-being.
- Contribute to the writing of EHCP reviews.
- Prepare and maintain classroom resources.
- Supervise the activities of individual or groups of students, both in and out to the classroom, to ensure their safety and facilitate their physical and emotional needs.
- Act as a key worker for one or more students, managing day to day organisation and liaising with parents.
- Undertake reprographics and associated duties.
- Attend relevant training and after school meetings.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

General Duties

- Support the main aims and policies of the school and Trust.
- Assist in maintaining the ethos and promoting the values of the school and Trust.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Deploy resources delegated to them.
- Fulfil the school/national performance management requirements.
- Contribute to the wider life of the school and Trust, including by being visible around the academy and participating in duties, extra-curricular activities, and other events.

Safeguarding

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, within the school.

PERSON SPECIFICATION

ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge & Experience	<p>A range of experience of working with children and young adults.</p> <p>An interest in supporting children in education, with a particular emphasis on supporting students with Social, Emotional and Mental Health difficulties.</p> <p>Mathematics and English GCSE good pass or equivalent.</p>	NVQ qualification in Childcare or equivalent
Skills & Abilities	<p>Experience working with pupils who have autism or speech, and language difficulties would be an advantage or a willingness to complete additional training on these areas of need.</p> <p>An ability to work effectively within a team.</p> <p>A willingness to become involved in the development of the SEN Faculty</p> <p>A willingness to further develop skills in supporting children with learning difficulties.</p> <p>A willingness to use ICT to help with Faculty administration.</p> <p>The ability to develop positive relationships with all children.</p>	
Personal Qualities	<p>Flexibility and ability to adapt and demonstrate initiative.</p> <p>The ability to communicate effectively with students, parents, and colleagues.</p> <p>Hard working and reliable</p>	<p>Demonstrate personal confidence and drive.</p> <p>Adaptable in one's approach to work.</p> <p>Take responsibility for identifying own training needs.</p>