

	<p style="text-align: center;">The Secret Garden Specialist School</p> <p style="text-align: center;">JOB DESCRIPTION AND PERSON SPECIFICATION</p>
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Post Title: Teaching Assistant

Pay Grade: TBC

Core Purpose

- To carry out the responsibilities of a teaching assistant supporting the ethos and vision of the school.
- To maximise the achievement of pupils.
- To support children with social, emotional and mental health difficulties, as well as children with communication and interaction needs as outlined in the SEND Code of Practice.
- To be committed to safeguarding and promoting the welfare of young people.

Please note that the job description may be amended at any time following discussion between the Headteacher and the member of staff.

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

Under the general direction of the Teacher and/SLT, the post holder will support children with additional needs to accessing the curriculum:

- Work within a team environment to organise facilitate and lead a range of play based activities which include sports, arts and crafts, games, drama, dance, multi-media and adapted activities.
- Use detailed knowledge and specialist skills to modify and adapt activities as necessary under the overall direction and supervision of the teacher, in response to pupil needs.
- Provide targeted support during social times within the school day.
- Assume responsibility for the safety and welfare of pupils under his/her supervision, in line with the Safeguarding policy.
- Provide intimate care in line with intimate care plan and policy. (if required)
- Provide in class support to pupils with additional needs.
- Liaise with colleagues, Lead Teacher, SENCO and other internal and external relationships on day to day operational matter.
- Liaise with other relevant professionals, providing information as appropriate and implementing agreed strategies in line with advice.
- Participate in relevant training and development programmes both external and internal.
- Contribute to the set-up of activities at the beginning of sessions and clean down at the end of sessions.
- Complete any other duties as reasonably directed by the Lead Teacher or SLT Teacher.

Outcomes

- High standards of achievement for pupils.
- Highly motivated and effective teams.
- Excellent practitioners.
- Effective teamwork.
- A reputation of excellence.
- Great outcomes for all our pupils with SEND.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<p>GCSE English C or equivalent GCSE Maths C or equivalent</p> <p>Successful primary, secondary or experience within a specialist setting.</p> <p>Level 2/3 qualification</p>	<p>Experience of working with children with communication and interaction needs.</p> <p>Experience of different settings and age groups</p> <p>Recent relevant training relating to SEMH needs.</p>
Knowledge and skills	<p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of the SEND Code of Practice (2015)</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>An understanding of how emotional well-being and other external factors can impact on learning</p> <p>Ability to adapt support to meet pupils' needs, including those with additional needs</p> <p>Ability to identify own professional development needs</p> <p>ICT skills</p>	<p>Up to date knowledge of current issues in education</p> <p>Experience of contributing to SEND support plans / passports</p>

Personal qualities	<p>Be approachable, honest and behave with integrity Insistence on high standards and expectations of children</p> <p>Open and responsive to feedback in order to improve own practice</p>	
Any additional factors	<p>Enthusiasm for teaching and a passion for learning</p> <p>Flexible, adaptable and able to cope with change</p> <p>Excellent communication and interpersonal skills</p> <p>Willingness to take a full part in the life of the school, including leading assemblies, organising and leading trips, attendance at events and curriculum evenings</p>	

Please could you sign to confirm that you have read the Job Description and Person Specification and that you understand the specific roles and responsibilities.

Name: _____

Signature: _____

Date: _____