

## **JOB DESCRIPTION**

### **SEND Teaching Assistant**

**The Teaching Assistant will report to the SENDCo/ SEN teacher**

#### **Core Purpose:**

- To address the needs of named pupils, usually with an EHCP, who require support to overcome the barriers to learning they experience both inside and outside the classroom, in order that they are able to achieve their full potential.
- To act as a social support to these pupils during unstructured times to promote and develop social skills and well-being.

#### **Main duties and responsibilities:**

##### **For the pupil:**

- To provide support mainly within our Star Programme (SEND nurture group for pupils in year 2-6) for named pupils through all curriculum areas. This support is both 1:1 and small group in the Star rooms and back in the main class.
- To provide support for named pupils during some breaks and lunchtimes promoting social skills and well-being
- To develop and deliver social activities during unstructured times to promote inclusion within peer group
- Undertake activities with specific named pupils to ensure their safety and facilitate their physical, emotional and educational development
- Carry out educational activities, under the direction of the class teacher and SEN Star teacher, whilst promoting independent learning and thinking, supporting other pupils in the group as needed
- Work to establish a supportive relationship with the named pupils and other pupils as appropriate.
- Occasionally support students in Key Stage 3 if required.

##### **For teachers:**

- To liaise with the Star SEN teacher, subject teachers and other SEND TA's to promote learning, developing differentiated material where required
- To ensure the Designated Safeguarding Lead is informed immediately of any concerns relating to safeguarding in relation to the pupil

- To liaise with the SENDCo, SEN Star teacher and other external agencies where required, keeping them well informed about the pupil's developing needs
- To help with administrative duties such as the preparation of paperwork for meetings and reviews and participate in their EHCP annual reviews as required
- Inform and keep detailed records of incidents which may arise

**For parents:**

- To work closely with the parents of the named pupil, providing a means for smooth and effective communication between the school, parents and other agencies
- To maintain regular contact with the parents and keep them informed of their child's progress, and to secure positive family support and involvement

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Experience of working with SEND young people in a school setting	✓	
Patience and compassion	✓	
A calm approach	✓	
The ability to communicate effectively with young people, across Key Stage One and Two	✓	
The ability to create games and conversation of interest to pupils in Key Stage One and Two	✓	
The skills to support and navigate the named pupils through the process of developing and maintaining a friendships	✓	
An interest in furthering knowledge and understanding of different areas of SEND, to support the profile of the pupils in the Star programme.	✓	
The ability to work autonomously and as part of a team	✓	
Good organisation, time management, communication and interpersonal skills	✓	
The ability to liaise with and gain the confidence of school staff	✓	
Good ICT skills		✓
The ability to work flexibly	✓	
An adaptable and professional approach	✓	
An understanding of and commitment to the School's equal opportunities policies	✓	
Qualified level 2 or 3 TA	✓	