

Terra Nova School
Job Description: SEND Teaching Assistant/Teacher

1. Principal Responsibilities

- Assisting the SENDCO in supporting children with additional needs

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.

2. Detailed responsibilities

- To contribute to a wide range of teaching and learning activities, and to assist and support the work of SENDCO. To work within the statutory frameworks relevant to the role.
- To complete SEN documentation and databases, including updating, adding new reports, taking meeting minutes and actioning where necessary.
- Collate data for the SENDCO's analysis.
- To audit the additional provision for pupils with additional needs, including the use of TA's, intervention programmes etc.
- To provide administrative support with referrals.
- To provide administrative support with reports and reviews
- To make the arrangements for all pupils' assessments under the direction of the SENDCO.
- To forward reports to future schools.
- To provide administrative support to comply with ISEB requirements, under the direction of the SENDCO.
- To assist with compiling the SEND resource budget, stocktaking and arranging for resources to be ordered
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

- To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved, including teaching students to use the accessibility features on their Chromebooks.
- To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved.
- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme.
- To demonstrate and promote the positive values, attitudes, and behaviour you would expect from the pupils you work with
- To monitor pupils' participation and progress, providing feedback to SENDCO or teachers, and giving constructive support to pupils as they learn
- To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement.
- To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To recognize and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.

3. General

- Read, understand, and comply with the School's policies.
- Behave at all times in a manner consistent with the School's ethos.

4. Health & Safety

- Read and be familiar with the School's Health & Safety procedures.

- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the post holder and other staff.