**Nene Park Academy**

**JOB DESCRIPTION**

**Post Title: Teaching Assistant – Level 2 SEND Caseworker**

**Scale: Grade 6 Point 7-12 (£19,554-£21,589 FTE)**

**Hours:** 32.5 hours per week

**Weeks:** 39 Weeks

**Responsible to:** SENCO

**PURPOSE OF THE JOB:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

**MAIN RESPONSIBILITIES:**

**1. Support for children**

* Support students identified as SEND with their additional needs as necessary.
* Identify with the support of the SENCo groups of pupils and plan and deliver small group or individualized work
* Contribute through your monitoring and assessment of these interventions to EHCP and APDR meetings
* In conjunction with the Achievement Support Base Lead track and monitor pupil progress and the impact of interventions
* In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
* Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
* Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks. Through building mutual trust and respect and being approachable to pupils
* Provide learning support to children with significant care needs, or where English is not their first language.
* Support children with significant development needs, e.g. cognition & learning, SEMH, Communication and interaction or Sensory/physical needs, etc. as directed.
* Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
* Challenge students misbehaving around the academy.

**2. Support for the curriculum**

* Support the school curriculum, including literacy and numeracy interventions.
* Provide targeted support to enhance learning and improve attainment
* Support the use of ICT in the curriculum

**3. Support for the teacher**

1. • Assist in maintaining records and contribute to reports on pupil progress and development as directed.
2. • Monitor and track progress and provide feedback to assist in developing Assess, Plan, Do Review meetings for children with special needs.
3. • Contribute to the planning and evaluation of work programmes for individual pupils and groups.
4. • Organise the learning environment and develop classroom resources as required.
5. • Contribute to behaviour management within the school by: following the school’s behaviour policy, supporting colleagues in implementing the school’s policy and by anticipating and taking action to prevent potential problems arising, taking charge of situations to allow the teacher to continue to work with the rest of the class as necessary.

**4. Support for the school**

• Develop and maintain effective working relationships with other staff and parents or carers.

• Contribute to the maintenance of a safe and healthy environment.

• Attend and actively participate in staff meetings and staff training as required.

• Support the wider development of the pupil during break or lunchtimes

• Participate in and support the professional development of other teaching assistants as required.

• Assist in facilitating school events, e.g. school plays, events.

Attend and actively participate in staff meetings

Person Specification

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| Specification | Essential | Desirable | Evidence |
| Qualifications | GCSE, A\* - C, in English & Maths or equivalent  Willingness to undertake training to meet the specialised needs of students as need. | Specialist qualifications  Health & Safety – Moving and handling  Dyslexia  SEMH  ASD  Sign language |  |
| Experience | Experience of working successfully as part of a team  Experience of working in a SEND/inclusion department  Excellent record of appraisal/PM outcomes  Experience of leading on activities | Experience of working with students who have challenging needs including Communication and Interaction/ ASD/SEMH Physical/ Sensory needs  Experience of supporting students across the age and ability range including post 16  Experience of contributing to enrichment activities  Experience of providing a range of support for students including small groups and 1:1 situation.  Experience of the Assess, Plan, Do and Review cycle |  |
| Professional knowledge and understanding | Clear understanding of the SEND Code of Practice  Awareness of comparative data for baseline assessment, target setting and monitoring  Ability to deliver specialist interventions with support | Knowledge of effective Literacy/numeracy interventions |  |
| Skills, attributes and personal qualities | The interpersonal skills to communicate effectively and professionally with staff, students, parents and outside agencies  Ability to create a happy, challenging and effective learning environment  Ambition to see those with Communication and Interaction challenges thrive through adapted resourcing.  Ability to inspire the confidence of students’ parents and colleagues  Ability to give and receive effective feedback and to act and improve own performance and that of others  Willingness and ability to support the social emotional and mental health development of students with SEND needs  Willingness and ability to assist students in the development of independence and self-advocacy.  Willingness to ask for advice and support where necessary  Self-motivated with a positive can-do attitude  Ability to work as part of a team responsible for supporting the process of teaching and learning  Excellent attendance and punctuality record. | Competent user of ICT |  |