



# ALLEN EDWARDS PRIMARY SCHOOL

**Headteacher:**

**Louise Robertson**

**Job Description:** SEND Teaching Assistant

**Responsible to:** SENCO/Class teacher/Headteacher

## Main Purpose

Under the direction of the SENCO and Class teacher, to support pupils with special educational needs in order to facilitate their access to a broad and balanced curriculum. To assist the class teacher in providing a stimulating and supportive learning environment in which all pupils can achieve their potential.

## Accountabilities

1. Helping pupils to learn as effectively as possible both in group sessions and individually by:-
  - Clarifying and explaining instructions during class or group learning and ensuring they are able to use equipment and materials provided
  - Delivering interventions as recommended by multi professionals including Speech and Language therapists, occupational therapists and educational psychologists
  - Making adjustments for SEND pupils in their learning and in line with their EHCP targets where appropriate
  - Assisting in areas of need e.g. language, behaviour, number, literacy, and/or presentation
  - Meeting physical needs whilst encouraging independence
  - Establishing a supportive relationship with the pupils in order to promote/reinforce their self-esteem
  - Reinforcing the learning principles being introduced by the teacher



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- Promoting personal and social development and citizenship skills

2. Providing regular feedback about pupils to the class teacher.
3. Assisting class teachers and other professional staff in the development of suitable interventions and programmes of support for pupils with special educational needs.
4. Contributing towards the planning, monitoring, evaluation and record keeping of individual record plans
5. Contributing to planning and annual review meetings of individual pupils
6. Having an awareness of confidential issues linked to home/pupil/teacher/school and to keep confidences appropriately.
7. Attending relevant in-service training and development as appropriate to the role.
8. Developing knowledge of learning needs for those pupils you are supporting.
9. Carrying out other general duties consistent with assisting teachers in the classroom such as: tidying up the classroom, administering first aid to pupils, escorting children on school trips.
10. Take responsibility appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equality Act 2010.
11. To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Designated Safeguarding team any incident of this nature you witness, hear about or suspect.
12. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.



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13. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.
14. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

## Person Specification

### Teaching Assistant for pupils with Special Educational Needs

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ English and Maths GCSE Grades A-C</li> </ul>	<ul style="list-style-type: none"> <li>➤ Degree</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Documentary Evidence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working with young people in school or other settings</li> <li>➤ Working with young people with Special Educational Needs and/or Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>➤ To have knowledge of the primary curriculum</li> <li>➤ To understand that pupils learn in different ways and have knowledge of learning styles</li> <li>➤ To have knowledge of different strategies that supports pupil's learning</li> <li>➤ To motivate and inspire pupils</li> <li>➤ An understanding of team work</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of interventions for pupils with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>➤ The ability to communicate effectively in a verbal and written form to a range of audiences.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Interview</li> </ul>



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<b>SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>➤ To be able to use effectively a variety of organisational styles and resources including ICT.</li> <li>➤ A willingness to work throughout the Primary School age range and with pupils with different levels of need</li> <li>➤ To have the ability to develop and maintain good professional relationships and contribute positively to reports about pupils progress and achievement</li> <li>➤ Ability to set high standards and provide a role model and pupils.</li> <li>➤ Ability to deal sensitively with people and resolve conflicts.</li> <li>➤ and resources effectively.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> <li>➤ Specific Qualifications or experience</li> </ul>
<b>DISPOSITION</b>	<ul style="list-style-type: none"> <li>➤ To be committed to raising the levels of achievement of children of all abilities</li> <li>➤ Able to work as part of a team</li> <li>➤ Promote the school's vision and ethos</li> <li>➤ Demonstrate a commitment to safeguarding and child protection</li> <li>➤ Reflective practitioner who seeks and ensures on-going professional development</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>➤ Displays warmth, care and sensitivity in dealing with children</li> <li>➤ Open minded, self evaluative and adaptable to changing circumstances and new ideas</li> <li>➤ Able to enthuse and reflect upon experience</li> <li>➤ Ability to prioritise</li> <li>➤ Good interpersonal/communication skills</li> <li>➤</li> </ul>		<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>



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