



ALLEN EDWARDS PRIMARY SCHOOL

Headteacher:

Louise Robertson

Job Description: SEND Teaching Assistant

Responsible to: SENCO/Class teacher

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 the full learning environment and 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. Experience working with children who have physical disabilities would be valuable although not essential.

Accountabilities

1. Helping pupils to learn as effectively as possible both in group sessions and individually by:-
 - Clarifying and explaining instructions
 - Ensuring they are able to use equipment and materials provided
 - Motivating and encouraging as required
 - Assisting in weaker areas e.g. language, behaviour, numeracy, literacy, 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
 - 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



Allen Edwards Primary School, Studley Road, London, SW4 6RP

School Business Manager : Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: www.allenedwards.co.uk E-mail: office@allenedwards.lambeth.sch.uk

School's Learning Platform : www.fronter.com/lambeth

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.
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.



Allen Edwards Primary School, Studley Road, London, SW4 6RP

School Business Manager : Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: www.allenedwards.co.uk E-mail: office@allenedwards.lambeth.sch.uk

School's Learning Platform : www.fronter.com/lambeth

Competency Based Person Specification

Post: SEND Teaching Assistant

Qualifications	Education to a degree level. An interest in a career in teaching is desirable	
Relevant Experience	Experience of working with children both in an individual and group setting is an advantage	
Key Competencies	<p>DC3</p> <p>DC4</p> <p>DC5</p> <p>DC6</p> <p>DC7</p> <p>DC8</p> <p>DC9</p> <p>DC12</p> <p>DC14</p> <p>DC16</p>	<p>Teamworking: Works in a positive and co-operative way, learning from others and contributing to the development of the team.</p> <p>Caring Effectively: Demonstrate sensitivity, respect and kindness towards customers, ensuring their needs are met within care plans.</p> <p>Communicating in Writing: Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.</p> <p>Communicating Orally: Communicates successfully by matching the message to the listener and conveying key points clearly</p> <p>Analysing & Evaluating: Identifies key issues, patterns and trends after analysing information systematically</p> <p>Working with Numbers: Able to carry out basic calculations with consistent accuracy</p> <p>Making Decisions: Makes effective decisions based upon an analysis of all pertinent information.</p> <p>Demonstrating Resilience: Demonstrates positive, controlled and consistent behaviour even in crisis situations</p> <p>Maintaining Integrity: Sets clear boundaries, maintains personal integrity and adheres to good practice.</p> <p>Developing New Skills: Is committed to own development: seeks and embraces opportunities to improve skills & knowledge.</p> <p>Respecting Diversity: Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.</p> <p>Planning: Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment.</p>
Safeguarding	DC17	Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.



Allen Edwards Primary School, Studley Road, London, SW4 6RP

School Business Manager : Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: www.allenedwards.co.uk E-mail: office@allenedwards.lambeth.sch.uk

School's Learning Platform : www.fronter.com/lambeth



Allen Edwards Primary School, Studley Road, London, SW4 6RP

School Business Manager : Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: www.allenedwards.co.uk E-mail: office@allenedwards.lambeth.sch.uk

School's Learning Platform : www.fronter.com/lambeth