

## Job Description

**Post Title:** Teaching Assistant, supporting children with SEND  
**Responsible to:** Head Teacher, SLT, SENCO  
**Hours/Weeks:** 39 weeks per year (term time), 25 hours per week over 5 days.

### **MAIN PURPOSE OF THE JOB**

To work under the guidance of the teacher in charge and class teachers to plan and implement agreed work programmes with individuals/groups with SEND, in or out of the classroom. This will include the management and preparation of resources. To plan and implement, if required, activities for lunch and breaks on the school playground.

### **Key Duties**

- Support teachers in ensuring pupils' continuing educational development through establishing constructive relationships and assisting with the development and implementation of Individual Education Plans.
- Support teachers in lesson planning, evaluating and adjusting such plans to ensure that children with SEND can learn successfully in mainstream classes.
- Keep records of each child's progress based on careful observations and assist in the assessment of the child's special educational needs according to the SEN Code of Practice.
- Implement agreed teaching programmes adjusting as necessary to meet the needs of the pupils thus making effective use of opportunities and resources available.
- Determine the need for, prepare, and maintain general and specialist equipment/resources required to meet lesson plans/relevant learning activity.
- Undertake any necessary duties relating to the personal health, safety and wellbeing of the pupils.
- Undertake relevant training to the role and the needs of the pupils.

### **Job activities to include**

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in class and school activities.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Supervise and assist with medical / toileting needs as required.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Assist with the planning of learning activities, monitoring pupil's responses to these and make accurate recordings as directed.
- Use a range of strategies, in liaison with the teacher or senior staff to support pupils to achieve learning goals and personal targets.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.

- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Provide administrative support for the teacher.
- Undertake structures and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Work with pre-determined guidance, policies, procedures and teacher guidance.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff on pupil visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

## Person Specification

### Mayplace Primary School Teaching Assistant, SEND

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Good numeracy and literacy skills.</p> <p>GCSE C or equivalent.</p> <p>NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.</p>	<p>First aid training.</p> <p>Training in literacy and or numeracy learning strategies.</p>
<b>Experience</b>	<p>Experience of working as a Teaching Assistant in a Primary School.</p> <p>Experience of supporting children with Special Educational Needs, specifically Autism.</p>	
<b>Knowledge and Skills</b>	<p>Effective use of ICT and relevant technologies.</p> <p>Good understanding of child development.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p>	<p>Good understanding of specific strategies for supporting children with ASD.</p> <p>Understanding of relevant policies and practices.</p> <p>An understanding of the curriculum and other learning strategies.</p>