

Pioneer Educational Trust
Job description:
SEND Teaching Assistant

Overall Purpose:

The overall responsibility of the SEND Teaching Assistant is closely with classroom teachers and other professionals to provide tailored support and assistance to pupils. The postholder will also promote inclusion, facilitate learning, and foster independence among our learners with additional needs. The postholder will support the SEND Teacher in our new specialist provision for pupils predominantly identified as having Communication and Interaction needs, including delivering early and effective intervention, collaborating with class teachers and maintaining high standards of learning and achievement for all pupils and contribute to the overall ethos, work and aims of the Trust.

Key information:

School:	Foxborough Primary School
Working with:	SEND Teacher, classroom teachers, pupils and staff
Line Managed by:	SENDCo
Working pattern:	Term-time only (38 weeks) plus 2 days 32.75 hours (including 2.5 hours for lunchtime supervision) per week 8.30am – 3.45pm including one 15-minute break duty per week (4 x 15-minute breaks, unpaid), 30-minute lunch break (unpaid)
Salary:	Scale 2 – 4, point 10 – 22, depending on experience Lunchtime Supervision paid at the Pioneer rate of £22.47 per hour
Notice period:	4 weeks

Key Responsibilities:

Provide tailored support and assistance including the following:

- Assist students with special educational needs and disabilities in accessing the curriculum by providing one-to-one or small group support.
- Work closely with teachers to implement Individual Education Plans (IEPs) or Education, Health and Care Plans (EHCPs) for students, ensuring their specific provisions and targets are addressed.
- Foster independence in students and promote well-being and good mental and physical welfare
- Work collaboratively with both teaching and support staff to ensure best outcomes for students
- Maintain a safe and healthy environment and remain responsible for the safeguarding of pupils within your care following established safeguarding procedures.
- Modify learning materials and resources to suit the individual needs and abilities of students, including the use of alternative formats or assistive technologies.
- Help manage challenging behaviour effectively, employing strategies outlined in behaviour plans and collaborating with the SENCO and other professionals as necessary.
- Personal Care: Provide personal care assistance to students with physical disabilities or medical needs, including feeding, toileting, and mobility support, adhering to school policies and procedures.
- Maintain regular communication with parents, guardians, and other relevant stakeholders to provide updates on student progress and discuss any concerns or issues.
- Promote inclusion within the classroom and school environment by fostering positive relationships, encouraging peer interaction, and facilitating participation in extracurricular activities.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings, supervising educational visits and extra-curricular activities, invigilating school and public examinations and training, etc) as appropriate to the role.
- Maintain accurate records of student progress, interventions, and any incidents or observations, ensuring confidentiality and compliance with data protection regulations.

- Provide an effective first aid service when required to staff, students and school visitors at Foxborough Primary School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases and contacting parents
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer’s Code of Conduct at all times, working to collaborate with colleagues and clients.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties. During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer’s policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer’s community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.