

## **Nene Park Academy JOB DESCRIPTION**

<b>Post Title:</b>	<b>Teaching Assistant – Level 1 Student Support Worker SEND</b>
<b>Scale:</b>	<b>Grade 4 Point 3-5 (£18,562-£19,312 FTE)</b>
<b>Hours:</b>	30 hours per week
<b>Weeks:</b>	Term Time only plus 1 week
<b>Responsible to:</b>	Assistant SENCO and Hub Manager/Achievement Lead

### **PURPOSE OF THE JOB:**

Provide 1-1 tailored support to a student within the classroom and during movements around the school following a bespoke timetable to support transition back into mainstream education. Support the classroom teacher to facilitate the active participation of the student in the academic and social activities of the school.

### **MAIN RESPONSIBILITIES:**

#### **1. Support for the student**

- 1-1 support for a student identified as SEND with additional needs.
- Carry out pre-determined tasks, explaining, as necessary to support learning,
- In conjunction with the classroom teacher, adapt lessons to meet the needs of the student and support positive peer relationships in small groups.
- Establish and maintain supportive relationships with the student and their parent/carer to ensure they understand and can achieve the tasks. Through building mutual trust and respect and being approachable to pupils.
- Provide learning support to the student with significant care needs (including intimate care needs).
- Support the student 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**

- Provide targeted support to enhance learning and improve attainment
- Support the teaching of the range of subjects the school delivers.
- Support the use of ICT in the curriculum

### 3. Support for the teacher

- Assist in maintaining records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing Assess, Plan, Do Review meetings for children with special needs.
- Contribute to the planning and evaluation of work programs for the individual pupil and groups.
- Organise the learning environment and develop classroom resources as required.
- 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.
- Participate in and support the professional development of other teaching assistants as required.
- Support the wider development of the pupil during break or lunchtimes
- Assist in facilitating school events, e.g. school plays, events.
- Attend and actively participate in staff meetings

### Person Specification

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 needed.	Specialist qualifications Health & Safety – Moving and handling Dyslexia SEMH ASD	
Experience	Successful experience of working with children & young people in a 11 – 16 school environments  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 working with students who have challenging needs including Communication and Interaction/ ASD/SEMH medical, Physical/ Sensory needs  Experience of supporting students across the age and	

		ability range including post 16  Experience of contributing to enrichment activities  Experience of implementing the Assess, Plan, Do and Review cycle	
Professional knowledge and understanding	Clear understanding of the SEND Code of Practice  Understanding of APDR  Knowledge of WAVES of support  Evidence of successful outcomes of interventions	Experience of running SEN Reviews  Experience of working with external professionals LA, Health  Experience of appraisal/PM as the appraiser  Awareness of the new Key stage Standards	
Skills, attributes and personal qualities	The interpersonal skills to communicate effectively and professionally with staff, students, and parents  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	Competent user of ICT	



	<p>performance and that of others</p> <p>Willingness and ability to support the social emotional and mental health development of students with SEND needs</p> <p>Willingness and ability to assist students in the development of independence and self-advocacy.</p> <p>Willingness to ask for advice and support where necessary</p> <p>Self-motivated with a positive can-do attitude</p> <p>Ability to work as part of a team responsible for supporting the process of teaching and learning</p> <p>Excellent attendance and punctuality record.</p>		
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