



## **Job Description – SEND Specialist Learning Support Assistant**

The Futures Trust and Parkgate Primary School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher/ SENCO
<b>Grade</b>	SEND Specialist Learning Support Assistant – Grade 4/HLTA
<b>Hours</b>	35 Hours per week – Fixed Term – August 2024
<b>Location</b>	Based at Parkgate Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **About Parkgate Primary and The Futures Trust**

Parkgate Primary (part of the Futures Trust) is dedicated to raising educational outcomes across the primary age range for all pupils. We strive to provide outstanding teaching and learning for all within an ethos and culture that encourages every child to be the very best that they can be.

### **The Role**

Parkgate Primary school are seeking to appoint a SEND Specialist Teaching Assistant. As a SEND Specialist Teaching Assistant, you will work under the direction of the SENDCo/HT to support the learning and well-being of pupils with additional needs, including those with an EHC plan or on the higher needs pathway.

The successful candidate will be responsible for adapting and delivering specific activities with individuals or small groups of pupils to support their targets.

The ideal candidate will have the ability to communicate effectively with a wide range of people (e.g. children, colleagues, parents and outside agencies) and have strong organisational skills.

### **The successful candidate will: ·**

Have knowledge and understanding of Safeguarding/how to keep children safe in education

Have enthusiasm for and commitment to the achievement of Parkgate's vision and be able to work as part of a successful, hardworking, dedicated team.

Be enthusiastic, highly motivated and passionate about making a difference to children's lives

Have experience of working with children with additional needs

Have the capacity and resilience to take on board and develop strategies to support children's learning and well-being in the provision

Have knowledge of child development and the ways in which children learn and develop both academically and emotionally

Have experience assessing children and information sharing with colleagues and parents

Be flexible and reliable with a caring nature

Possess a QCF Level 3 certificate in Teaching & Learning or equivalent

Carry out any other duties which fall within the scope and purpose of this job description

**In return we can offer:**

The opportunity to be part of an innovative SEND project within the school,

A supportive, friendly team with high expectations

a whole school commitment to wellbeing

and a rewarding job where no two days are the same

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their</p>

acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

#### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

#### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

#### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Responsible to: Senco  
Date Reviewed: September 2023**