

Job Description: SEND Teaching Assistant

Salary: Grade 3

Hours/week: 35 hours per week



Job Purpose:

To support the classroom teachers and the SEND Leader, with their responsibility for the development and education process by providing care and supervision to children / young people, including those who have special physical, emotional, communication and education needs, by utilising a good standard of practical knowledge and skills.

Duties and Responsibilities:

- Support children with autism across the school during lessons and during unstructured times, as appropriate.
- Work collaboratively with the teaching staff in order to aid access to the curriculum, support with children's targets and programmes.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Use specialist skills and activities to foster, supervise or support intellectual and social and emotional development of individual or groups of children.
- Support teaching activities and provide support for specific curriculum areas.
- Assist with supervision of pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
- Promote pupil independence and self-esteem both in learning and social skills, reinforcing via praise and encouragement and setting challenging, demanding expectations.
- Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
- Ensure pupils are able to safely use equipment / materials provided.
- Prepare and organise teaching resources including use of ICT, checking and maintenance of equipment and materials.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Attend year group and whole school meetings as necessary.
- Participate in personal and professional development activities and attend training relevant to ASD & TA posts to meet changing demands of the post.
- And such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.

Professional Development

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with the support from the school.

Safeguarding

Work in line with the statutory guidance (eg: keeping children safe in education, Prevent) and out safeguarding and child protection policies.

Promote the safeguarding of **all** pupils in the school.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.



Person Specification: SEND Teaching Assistant

	Essential	Desirable
Experience	<p>The Teaching Assistant should have experience of:</p> <p>Of working with children/specific needs</p>	<p>Working with children who have a Statement of Special Educational Needs / EHCP where Autistic Spectrum disorder is their primary needs.</p> <p>Working in partnership with parents</p>
Knowledge and understanding	<p>The Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • An understanding of the needs and characteristics of children • An understanding of pupils with special educational needs • An understanding of equal opportunities issues • An understanding of the different roles played by different adults in children's education. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes • To understand the principles of child development and learning processes and in particular, barriers to learning 	<p>In addition, the Teaching Assistant might also have knowledge and understanding of:</p> <p>The specific needs of pupils with Autistic Spectrum Disorders and Social and Communication difficulties.</p>
Skills and abilities	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • To work under own initiative • To work collaboratively with a variety of professionals • To have good communication skills 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • To work alongside other staff to write programmes of support for children.

	<ul style="list-style-type: none"> • To work as a member of the class/year team • To assist in the development and implementation of practical strategies • To support individual children, recognising their strengths and needs • To explain tasks simply and clearly • To assist pupils in all areas of the curriculum • To be supportive and calm • To have good organisational skills • Be able to make and maintain teaching aids and equipment. • To care for the individual pupil, should accidents or sickness occur. • Be able to work with guidance, but under limited control. • Be able to accept authority and supervision and respond appropriately. • Be able to liaise and communicate effectively with others in respect of their duties and to give and provide information and instructions. • Be able to work under pressure. • Be willing to be involved in professional courses and attend courses. • Be able to put training into practice. • Be able to keep accurate records. • To be able to meet deadlines 	
Personal characteristics	Approachable, committed, empathetic, enthusiastic, organised, dynamic, resourceful. Have a sense of balance and perspective.	