

COUNDON PRIMARY SCHOOL
Together Everyone Achieves More

JOB DESCRIPTION
SEND HLTA – EYFS/KS1

Main purpose of the job

Your duties as a SEND HLTA EYFS/KS1 will include:

- Supervising pupils with SEND and ALN, ensuring their safety and ability to access learning activities and understand the information presented.
- Aiding the execution of education plans suitable to each pupils' learning objectives.
- Building a trusting relationship with all pupils and communicate according to their understanding.
- Promoting inclusion and acceptance, support diversity and ensure pupils have equal access to learning and development.
- Promoting class interaction and ensure pupils engage throughout the lessons.
- Providing opportunities for developing independence.
- Creating a purposeful, orderly and supportive environment.
- Assisting with the display of pupils' work and the planning of learning activities.
- Undertaking administrative tasks as needed.
- Assisting pupils with practical activities using a variety of teaching aids.
- Under the guidance of teaching staff, provide feedback to pupils, parents and carers about their progress, achievements and any problems that may have arisen.
- Promoting good behaviour and encourage pupils to take accountability for their actions.
- Supporting the pupils with computer technology to access learning activities and assist them to develop competent usage.
- Preparing, maintaining and using learning resources and assisting pupils to use them.
- Following child protection, health, safety, security, confidentiality and data protection policies and procedures, reporting any concerns to the appropriate person.
- Assisting with pupil supervision, including before and after school and in break times.
- Accompanying teaching staff and pupils on school trips and after school activities, taking responsibility for a group of pupils under the teacher's supervision when needed.
- Assisting with the supervision of pupils alongside other support staff during a class teachers' absence.

You will need to draw upon your understanding of Additional Learning Needs, and have:

- A good understanding of the EYFS/KS1 Curriculum.
- Knowledge of various teaching methods appropriate for SEND pupils.
- A sound understanding of child development and learning.
- Demonstrate active listening skills and strong verbal communication skills.
- A dedication to establishing positive relationships with pupils and understanding their needs.
- The ability to provide individual attention, reassurance and support with learning tasks.
- Willingness and ability to adapt in response to changing circumstances.

- Monitor pupils' responses and adapt to achieve the intended learning outcomes.
- The confidence to evaluate learning needs and actively seek new teaching methods.
- Provide feedback to pupils in a constructive way that reinforces learning.
- The ability to handle complex and sensitive issues with empathy and understanding.
- To be a supportive member of the SEND team.
- An interest in developing your personal and professional progress.
- The ability to use a computer competently, including the use of Microsoft Excel, Word and PowerPoint.

Continuing Professional Development

- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Attend relevant training specific to the child's needs.

All employees

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and must comply with the Coundon Primary Health and Safety Policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who would be affected by their actions or by their omissions;
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform and undertake appropriate health and safety training as required;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- To report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.

The post holder must comply with procedures of the Coundon Primary Safeguarding Policy and in particular is required:

- To ensure they are aware of the signs that may suggest a child is being abused or neglected;
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coundon School and City Council's Equal Opportunity Policies.

Duties which include the processing of any personal data, must be undertaken within the Coundon School and corporate Data Protection Guidelines (GDPR)

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PERSON SPECIFICATION

Higher Level SEND Teaching Assistant – EYFS/KS1

Knowledge	<ul style="list-style-type: none">• Understanding of EYFS/KS1 curriculum.• Basic understanding of child development and how children learn.• Training in relevant teaching and learning strategies.• Understanding of phonics and early reading (Read, Write, Inc.)
Skills and Abilities	<ul style="list-style-type: none">• Relate well to children and adults.• Have a fluent level of spoken and written English.• Work effectively as part of a team.• Show behavior management as a strength.• Evaluate your own learning needs.
Experience	<ul style="list-style-type: none">• Experience in EYFS/KS1 setting.• Experience of working with SEND children.• Experience of working on own initiative and as part of a team.
Educational	<ul style="list-style-type: none">• 5 GCSEs, including English and Maths, at grades 9 to 4 (A* to C), or equivalent.• Level 3 Award in Supporting Teaching and Learning in Schools or• Level 3 Certificate Supporting Teaching and Learning in Schools or• Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.