



Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	SEND Teaching Assistant, Linked to external funding
Reports to:	Headteacher
Location:	The Shade Primary School
Salary:	Level 3
Hours of work:	30.5 hours per week, Monday to Friday 8.45am – 3.15pm, with a 30 minute unpaid break, plus 30 minutes planning time per week. Term time plus 2 days

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Support for the children

- Provide ad-hoc supervision for whole classes, following a programme of study or series of lessons as required
- Provide specialist learning support (requiring in-depth knowledge and experience) to a child with complex special needs. *Please note all relevant training will be provided.*
- To support the health needs of identified children – these may include personal care and hygiene
- To follow Manual Handling guidelines as directed and attend training as required
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach, as agreed with the class teacher
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers, to ensure they understand and can achieve the tasks
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities



Support for the curriculum

- Support the school curriculum, including English and mathematics activities
- Provide additional tuition for children who need extra support with their learning, including the use of IT where appropriate
- Arrange and deliver intervention groups for pupils to improve the range or quality of subjects offered, as agreed
- Provide targeted support to enhance learning and improve attainment

Support for the teacher

- Contribute to recording and reporting on pupil progress and development against EHCP, APDR, National Curriculum descriptors and the Early Years Framework
- Contribute to the development of children with special needs where appropriate
- Contribute to the planning and evaluation of work programmes for individual pupils and groups
- Provide feedback on learning activities and contribute to school review and development planning
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management within the school, and take charge of situations to allow the teacher to continue to work with the rest of the class

Support for the school

- To liaise with parents, class teacher and SENCO to contribute to the multi-disciplinary agencies supporting the child.
- Develop and maintain effective working relationships with other staff and parents/carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings where relevant, including 5 PD days across the academic year
- Contribute to the development of less experienced teaching assistants where appropriate
- Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties where appropriate
- Make suggestions for school events and take a leading role in organising them as agreed

General

- To take part in any performance management arrangement made by the school
- Undertake support activities as required, e.g. photocopying, preparation of materials, mounting displays
- Other duties and responsibilities express and implied which arise from the nature and character of the role and commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.