JOB DESCRIPTION

Job Title: **SEND Teaching Assistant**	**Department:** Brampton Primary School
Division: Learning and Schools	**Job Number:**
Grade: Scale 2 unqualified Scale 3 qualified	**Date last updated:** July 2014

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our equality and diversity policy in the course of their work.

OVERALL PURPOSE OF JOB

To support the inclusion of SEND pupils within mainstream schools and adapting work for pupils to access the National Curriculum. They will help pupils to reach their full potential and to develop sufficient confidence to work independently.

JOB CONTEXT

The post holder reports to the SENCO.

The post holder has no line management responsibility,

The post holder has no budget responsibility,

KEY TASKS AND ACCOUNTABILITES

General

1. To provide opportunities for SEND pupils to gain access to the curriculum and school environment by:-

- assisting them to and from lessons (if required)
- acting as a key worker
- clarifying and explaining instructions
- ensuring the pupil is able to use equipment and materials provided
- motivating and encouraging pupils as required
- assisting in practical areas (e.g. P.E, Science and technology)
- encouraging pupils to complete work set
- helping to support pupils in the individual and collaborative study skills necessary for learning.
- modifying and adapting written material and visual aids
- supporting children on educational visits, to encourage attention to detail and enable them to see as much as possible at a pace appropriate to their needs according to Borough guidelines.
- using computers and other resources, and consider in consultation with the teacher when and how to deploy them
- working with groups to assist learning and inclusion

2. To enable pupils to work & learn independently.

3. To work with the SENCO and mainstream staff to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty. This may include assisting pupils in meeting particular needs, under the direction of appropriate professionals and after adequate training, (i.e. physical development, speech/language development, medical and care needs identified in an approved management/care plan, dressing, eating and toileting)

4. To carry out appropriate administrative duties (ie maintaining pupil support notes, collecting trip money, distributing letters, assisting in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to School staff).

5. To supervise pupils during breaks and/or lunchtimes if required.

6. To provide information that supports the preparation of reviews and Individual Education Plans and to action appropriate tasks.

Partnerships with School, Service and Parents

7. To foster links between home and school where appropriate and liaise with class teachers by devising complementary learning activities, planning future work and providing feedback about the pupil to the teacher. Also, in the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with

pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.

Training

8. To attend relevant in-service training, taking part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.

9. To complete the School Induction Programme and be aware of the school's procedures.

Culture

10. To work within an ethos of team working where individuals take an active part in: fostering on-going professional development; being positive, forward looking and customer focused; promoting respect, ownership and empowerment. Promote equality of opportunity in the delivery of services and employment practices**.**

Other

11. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the school.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

Factor		**Requirement**	**Method of Assessment**
Education, Training and Qualification:	1.	Competent English and Mathematics skills	Application form/ Interview
	2.	If recruiting to a qualified post: APT & C 3 or other equivalent qualification.	
Experience:	1.	Proven experience of working in a mainstream school	Application form/ Interview
	2.	Proven experience of working and dealing sympathetically and constructively with SEND children	
Desirable:	3.	Experienced worker with ASD, ADHD, MLD, BESD or PMLD.	
Knowledge and Understanding:	1.	Demonstrate an understanding of the place of the school in educating mainstream pupils and in promoting the spiritual, moral, social and cultural development of pupils from a	Application form/ Interview

		multicultural community.	
	2.	Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff, and pupils.	
	3.	To demonstrate initiative at all times.	
	4.	Demonstrate knowledge and basic understanding of National Curriculum	
	5.	Demonstrate ability to use knowledge and understanding to support pupils in mainstream lessons.	
	6.	Demonstrate awareness of how pupils learn and the factors that affect their progress.	
	7.	Demonstrate an understanding of the different approaches needed to support the learning of SEND pupils and various groups of pupils, including bilingual English learners.	
Skills and Abilities:	1.	Ability to work with SEND children; ability to communicate clearly; ability to deal with children's personal and other crisis; to be outgoing and helpful throughout the working day.	Application form/ Interview
	2.	Ability to work without constant supervision, to provide assistance as and when required, to 'seek' work when unoccupied; to think clearly in emergency situation.	
	3.	Competent ICT skills	
	4	Works effectively in teams and has good team building skills	

Personal Style and Behaviour	1.	Commitment to the School's policy of inclusive education.	Application Form / Interview
	2.	Willingness to work flexible or out of hours when required.	
	3.	Willingness to adhere to school / LA / Service policies and procedures	
	4.	Demonstrates appropriate professional behaviour & attitudes in the workplace at all times	
Other Special Requirements	1.	Willingness not to take leave in term time	Application Form / Interview