



JOB TITLE: SEND Teaching Assistant

REPORTS TO: Class Teacher/Deputyhead

SUPERVISES: Not Applicable

BAND: 2

JOB PURPOSE: To assist and support a pupil (s) with learning needs and/or have an EHCP. To support other SEND children as required.

Term of Contract: 1 Year (Conditional to the child staying at West Thurrock Academy and/or the ECHP continuing. Should either of these conditions change then the post will cease).

Liaison with: SENCO, Head Teacher, Class teacher, Deputy Head and other support staff, outside agencies e.g. Speech and Language Therapists, Educational Psychologists etc.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described.

Responsibilities of the post:

The SEND Teaching Assistant's main role is to provide support for the pupil (s) with learning needs and/or have an EHCP (statement of special educational needs). The SEND Teaching Assistant will ensure that the pupil can integrate and is included as fully as possible in the activities set for the child and make progress. Duties will also include running specific programmes and activities to assist the pupil's individual learning and social needs. The SEND Teaching Assistant will be responsible for understanding and implementing the targets on the pupils' Learning Plan in liaison with the class teacher and SENDCo. The SEND Teaching Assistant will also ensure activities are always meaningful and work towards short and long term goals set by the teacher and other professionals.

Supporting the pupil:-

- ❖ To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- ❖ To develop knowledge of the particular needs of the child and seek advice from the SENDCo, class teacher and outside agencies as required.
- ❖ To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- ❖ To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.
- ❖ To be involved in the planning and preparation of the day to day class activities.
- ❖ To organise and maintain an inclusive learning environment both in the classroom and outside.
- ❖ To support the pupil in the playground, being mindful of his health and safety in relation to his condition, and encouraging safe interactive play.
- ❖ Motivate and encourage the pupil to have a go at activities they may be unsure of.
- ❖ Provide promote positive pupil behaviour, praise and rewards in line with school policies and help keep pupils on task.
- ❖ Facilitate inclusion in small group activities with peers and support interaction between them.
- ❖ To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- ❖ Provide support and facilitate interaction with peers in the classroom and around school.
- ❖ Provide feedback and take instruction from outside agencies, as required.

Supporting the Class Teacher and SENCO:-

- ❖ To work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- ❖ To attend planning meetings with the SENDCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- ❖ To participate in and undertake some planning and evaluation of learning activities, providing feedback to the teacher and SENCO on pupil progress and behaviour.
- ❖ To monitor and record pupil activities as appropriate writing records and reports as required.
- ❖ To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- ❖ To be fully aware of the targets set and the pupils progress towards them.
- ❖ To contribute to the pupil's annual review.

Supporting the School:-

- ❖ To fully embrace the school's ethos by providing an inclusive environment where achievements are celebrated and children's dignity and privacy is paramount.
- ❖ To foster links between home and school.

- ❖ To participate in relevant professional development as deemed appropriate for the needs of the child.
- ❖ To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- ❖ To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school.
- ❖ To carry out duties as directed by the SENDCo or Head Teacher.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Signed by Employee.....

Signed by Head Teacher.....

Dated.....