JOB DESCRIPTION

Job Title:	Teaching Assistant SEND
Accountable to:	Head of Learning Support
Job Purpose:	Support the learning and progress of students with SEND in line with The SEND Code of Practice, enabling them to reach their full potential.
Scale:	Grade C points 3 - 4 Grade D points 5 - 6
Hours:	28.08 hours per week, 39 weeks per year (term time) plus non pupil days and six evenings.

Specific to this post:

- To support teaching and learning of a named SEND pupil/s as directed by the Head of Learning Support to help them achieve their expected levels of progress.
- Work with subject teachers to differentiate work and prepare for use by SEND pupils.
- To support the personal organisation and interactions of named SEND pupil/s, to enable them to participate fully in the Academy.
- To support the behaviour of named SEND pupil/s to help them remain in the classroom and participate fully in lessons.
- Collate information on student's abilities as directed.
- Attend EHCP review meetings as directed.
- Support named pupils, providing individual advice and guidance.
- To support the physical needs of pupils, ensuring access to the curriculum and the academy buildings and activities.
- Be prepared to undertake training in the specific demands of supporting pupils with SEND.

As part of the Learning Support Faculty's practice:

- Support learning across the curriculum.
- Keep a record of students' barriers to learning for future reference.
- Develop skills necessary to work effectively with students.
- Daily checking of emails, to ensure you are up to date on Academy and pupil information.
- Work with a small group of not more than 6 pupils if directed by the Class Teacher.
- Work with SEND students one to one, both in and outside the classroom when directed.
- Administer reading and spelling tests as part of whole year screening (teacher will be responsible for discipline of the class).
- Share best practice with colleagues.

- Access and make yourself familiar with students SEND information and Education, Health and Care Plans, supporting them in meeting their objectives and targets.
- Mentor identified vulnerable students as directed by your Line Manager.
- Feed back to Line Manager on individual student's learning and behaviour.
- Comply with the Learning Support Faculty appraisal system, including observations and RADARs.
- Invigilate internal/external exams as directed by the Head of Learning Support in line with access arrangements.
- Act as scribe/reader or other role for internal/external exams as directed by the Head of Learning Support.
- Under controlled circumstances, with supervision, assist in the administration of drugs to students. (A designated qualified First Aider will take ultimate responsibility).
- Attend recognised training as suggested by your line manager.
- Maintain health and safety within the working confines as outlined by the teacher.
- Provide escort for physically disabled pupils to ensure fair access to the Academy site and buildings.
- Attend planning, statement review and multi-agency meetings providing collated pupil information representing the views of the support staff.
- Attend field trips to support students in their individual coursework (optional).
- Occasional supervision of a group of pupils in an emergency situation.
- Mentor new Teaching Assistants/Learning Support Mentors.
- Attend non-pupil days/evenings as directed by the Principal.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake a 20 minute break or lunchtime site supervision duty three times per week as requested by the Senior Leadership Team.
- Supervise the Learning Support room during breaks and lunch times as directed by the Head of Learning Support.
- Carry out any other tasks as directed by the Principal or your Line Manager.

PERSON SPECIFICATION

Teaching Assistant SEND

	Essential	Desirable
Willingness to undertake SEND training	✓	
Ability to work independently and with supervision	✓	
An ability and desire to form positive relationships with children and young people.	✓	
Effective communication skills	✓	
An ability to respond calmly to challenging situations	✓	
Ability to work well in a team	✓	
Ability to be flexible and versatile	✓	
Knowledge of the SEND Code of Practice		✓
Experience of working in a school or educational setting		✓
Experience of working with children or young people, leading groups or activities.		✓
Experience of working with individuals with SEND or disabilities		✓
Good standard of education to include 5 or more Grade C level or equivalent, including English & Maths.		✓
Sense of humour	✓	
Effective computer skills to include use of Word and Excel	✓	
Ability to access and input information on to the Academy SIMS System.		✓
Commitment to safeguarding young people, appropriate DBS record	✓	