

<b>Poppyfield Primary Academy</b>		
Ref	Post Title	NJC
TA L2	<b>Teaching Assistant - SEND (Level 2)</b>	SCP 5

### **Statement of Purpose**

To be part of the Inclusion Team, providing support to children with special physical, emotional, communication and education needs, either on a 1:1 basis or in small groups, by utilising a good standard of practical knowledge and skills.

### **Duties and Responsibilities:**

- Support children with additional needs on a 1:1 basis, or within the classroom environment and during unstructured times, as directed. This includes personal care for children who require it.
- Work collaboratively with teaching staff/SENco in order to aid access to the curriculum, and to support the EHCP, & programmes designed for individuals or groups of children.
- Assist the teacher/SENco with the planning of learning activities, preparing or modifying work for individuals or small groups of children as directed.
- Use strategies in liaison with the teacher/SENco, to support pupils to achieve learning goals
- Support teaching activities and provide support for specific curriculum areas
- Assist with supervision of pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
- Promote pupil independence and self-esteem both in learning and social skills, reinforcing via praise and encouragement and setting challenging, demanding expectations
- Ensure pupils are able to safely use equipment / materials provided
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Attend staff and whole school meetings as necessary
- Participate in personal and professional development activities and attend training relevant to the posts to meet changing demands of the post
- All duties and responsibilities must be carried out due regard to the school Health and Safety policy and procedures.

### **Support to Teacher**

- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.

## **Support to Pupils**

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.

## **Support to School**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

## Person Specification Teaching Assistant – SEND (Level 2)

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Supporting children’s learning in a school.</li> <li>• Supporting children with ASD in a school</li> </ul>	Application form and Interview Notes
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).</li> </ul>	Application form and Interview Notes
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of relevant policies/codes of practice.</li> <li>• Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Good communication skills.</li> <li>• Effective use of ICT to support learning.</li> </ul>	Application form and Interview Notes
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Application form and Interview Notes

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***