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**Barnwell School - Job Description**

**Job Title:** SEND 1:1 Teaching Assistant

**Reporting To:** SENDCo

**Pay Scale:** H3/H4

**Hours:**  15-20 Flexible Hours - Term Time

**Job Purpose:**

* Through a holistic and personalised approach, support individual students to ensure they are able to learn as effectively as possible.
* To support the school in the implementation of its key priorities as detailed in the School Improvement Plan
* Provide support and advice to students in line with promoting positive behaviour,

their social care and personal development with respect to learning and health and safety.

* Promote and secure exemplary standards of student conduct, discipline and dress code
* Be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
* Support team members
* Set the tone and ethos of the school
* The post holder will be expected to manage and prioritise their own workload, will have good interpersonal skills and be prepared to play an equal role in a busy and demanding environment

**Attitudes and Disposition:**

* Work flexibly and efficiently as part of a team and liaise closely with other team members
* To maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues
* Always maintain a calm, positive and professional approach when dealing with staff, students and parents

**Core Responsibilities and Duties:**

* Use teaching and learning objectives to adapt lesson tasks as appropriate under the overall direction and supervision of the teacher, taking into account the individual needs of the student, for example:
  + Clarifying and explaining instructions
  + Helping the student to begin an activity and remain on task.
  + Liaising with lesson teacher and SENCo
  + Developing appropriate resources and utilise relevant strategies to support the student, in and out of the learning environment.
* To plan, prepare and deliver assigned interventions to target cognition and learning, and communication and interaction to an individual pupil.
* Be the first port of call/therapeutic response for the individual student.
* Perform other relevant tasks as directed by your Line Manager

**3. General responsibilities**

* Prepare work and resources as required.
* Fulfil relevant admin tasks, including specific SEN and safeguarding record
* Any other reasonable request that will support the smooth running of the classroom/school.

**Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and engage actively in the Performance Management Review process as required by the schools’ policies and practices.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of students. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time.

A Fitzpatrick

Headteacher

September 2023