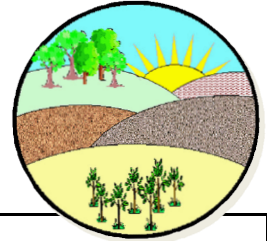


# Hillside Primary School

## SEND Teaching Assistant



To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

### Core duties and responsibilities

- Assit in the continual development of the SEND resource, The Meadow
- Liaise with the SEND Team on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability.
- Assist the team in developing children's social skills.
- Liaise with the team on pupil's progress and areas of concern
- Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work
- To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom
- Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable)
- To work with the SEND Team to help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills
- Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes

### Reporting

- Ensure information is appropriately directed to all stakeholders
- Ensure relevant databases are maintained and that data is protected at all times

### Training and Supervision

- Attend training both in-house and external as directed
- Attend regular meetings with Line Manager and SEND Team

### Other standard clauses

- Any other duties and responsibilities within the range of the salary grade.
- All duties and responsibilities must be carried out with due regard to the School's existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection

### Knowledge/Qualifications

- Educated to a minimum of GCSE level in Maths and English
- NVQ Level 2 / CACHE Level 2 Certificate or equivalent (desirable but not essential)

### Experience

Experience of children with special needs is essential

### Skills/Abilities

- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Knowledge of the standard of work expected from pupils
- Understanding of open-ended questioning and investigative work
- Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
- Excellent communication skills and interpersonal skills
- Ability to work within a team working environment and also able to work independently
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

### Personal Qualities

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important