



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

SEND TA Job Description

Job Title:	SEND Teaching Assistant		
Salary:	GR3	Hours:	32.5
Contract Type:	Term Time Only (TTO)		
Reporting to:	SENDCO		

Main Purpose:

To assist and support pupil(s) who have an Education Health Care Plan (EHCP) with their specific educational needs, support their social and emotional development and general learning needs.

To support the pupil(s) to integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties and responsibilities

Support for pupils (either individually or in groups)

1	Support the activities of individuals or groups
2	Provide learning support for the pupil(s) in the class or in withdrawal situation, either 1:1 or in small groups.
3	Establish and maintain relationships with individual pupils and groups.
4	Contribute to individual Education Plans as appropriate.
5	Develop knowledge of the particular needs of the child(ren) and seek advice from SENDCO, Pastoral Care Manager, Class teacher and outside agencies as required.
6	Promote pupils' social and emotional development.
7	To organise and support intimate care routine.
8	Contribute to the health and well-being of pupils.
9	Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
10	Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
11	To make or modify resources as suggested and advised
12	To support the pupil(s) in the playground, being mindful of health and safety in relation to medical conditions/special education needs, and encouraging safe interactive play.
13	To develop independent skills and avoid unnecessary reliance on adults.
14	Facilitate inclusion in small group activities with peers and support interaction between them.

15	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.
Support for teachers	
1	To work as part of the team to ensure that the well-being and personal development of the pupil(s) enhances their learning opportunities and life skills.
2	To attend planning meetings to develop learning programmes
3	To assist in the delivery of the individual learning programmes on a daily basis.
4	Observe and report on pupil performance
5	To provide regular feedback to the class teacher, pastoral care manager and SENDCo.
6	Contribute to the pupil's annual review.
7	Assist in preparing and maintaining the learning environment.
8	Contribute to the management of pupils' behaviour.
9	Contribute to maintaining pupils' records
10	Support the maintenance of pupils' safety and security.
11	Provide general administrative support, for example, administer coursework, produce worksheets etc.
12	Undertake joint home visits as appropriate and in line with LEA policy
Support for the school	
1	Support the development and effectiveness of team work within the school environment
2	Develop and maintain working relationships with other professionals
3	Liaise with parents as appropriate
4	Review and develop own professional practice
5	Work as required across the curriculum and in all Key Stages within the school in accordance with the job
Support for the curriculum	
1	Support the use of information and communication technology in the classroom

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

--

Supervision received	
Supervising officer's job title:	
Level of Supervision:	<ol style="list-style-type: none"> 1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Criteria	Qualities	Method of assessment
Qualifications	NVQ – level 3 or equivalent	AF / C
	GCSE English and Maths (grades A*-C) or equivalent	AF / C
Experience	Experience of supporting children with special educational needs within a classroom environment	AF / I
	Experience of supporting typically developing children within a classroom environment	AF / I
	Experience of using Information Technology to support pupils in the classroom	AF / I
Skills and knowledge	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	A good standard of education particularly in English and Mathematics	AF / I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	I

	Knowledge of SEN Code of Practice	I
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	I
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	I
	Ability to consistently and effectively implement agreed behaviour management strategies	I
	Ability to use language and other communication skills that pupils can understand and relate to	I
	Ability to establish positive relationships with pupils and empathise with their needs	I
	Ability to demonstrate active listening skills	I
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	I
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	I
	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	I
	Ability to offer constructive feedback to pupils to reinforce self-esteem	I
	Ability to work effectively and supportively as a member of the school team	I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	I
	Ability to assist in the recording of lessons and assessment as required by the teacher	I
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and equality	I
	Deals with difficult situations effectively	I
	Embraces change well	I
	DBS Clearance	

AF – Application form
C – Certificate
I – Interview

T – Test or exercise
P - Presentation

