



## Ivy Learning Trust Job Description

**Post:** SEND Teaching Assistant

**Pay range:** Hertfordshire H2

**Our vision is to help create a fair, just society – this vision is based on four principles: Ivy is one family. Good education is a birth right. Make it easy to make a difference. Local leaders know best.**

### Overall purpose of the post:

- To support children with specific needs, in particular those with EHCP funding, so that they can reach their full potential
- To supervise and support the children during break and lunchtimes
- To liaise with the class teacher to develop and implement effective curriculum plans specific to the child/children's learning needs

### Main duties and responsibilities

- Support individual children, either 1:1 or in small groups, under the direction of the SENDCo and the class teacher
- Understand and support independent learning and inclusion of the child/children as required
- Support planned learning activities, as agreed with the teacher, adjusting the activities and using adaptations accordingly
- Support the teacher in monitoring, assessing and recording pupil progress
- Support learning by arranging/providing resources for lessons/activities under the direction of the SENDCo and class teacher
- Share information about the child/children with other staff, parents/carers, internal and external agencies, as appropriate, maintaining sensitivity and confidentiality at all times
- Work with the child/children on therapy/care programs, designed and supervised by the therapist/ care professional, as directed by SENDCo
- Be involved in planning, organising and implementing individual development plans, including attendance at, and contribution to, reviews
- Assist with break time supervision, including facilitating games and activities
- Act as a role model within the school community and demonstrate flexibility and excellent timekeeping
- Be aware of and support school policies and procedures
- Maintain appropriate confidentiality
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet and caring for sick, injured or distressed children)
- Report any concerns regarding children's welfare or education to the DSLs
- Accompany child/children on educational visits
- Attend and participate in relevant staff meetings as required (including 5 Inset Days)
- Be adaptable and flexible when supporting child/children
- Assist with the behaviour management of pupils in line with the school's behaviour policy and procedures
- Be involved in all CPD related to role



**All staff will:**

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth running of the school
- Be committed to achieving the school values
- Work to develop the Trust to have successfully inclusive schools
- Respond promptly to concerns from parents, staff or pupils
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children
- Provide emergency back-up cover in the event of staff absence



**Ivy Learning Trust Person Specification**

<b>Post</b>	<b>SEND TA</b>
<b>Pay</b>	<b>Hertfordshire H2</b>

<b>Essential</b>	<b>Desirable</b>
Good literacy, numeracy and computing skills	Education based childcare qualification
Enjoyment of working with children	Experience of working in an education environment
Ability to communicate effectively, both verbally and in writing	Able to deliver pre-planned programmes of work to children
An interest and commitment to work-related training	Understanding of First Aid procedures
Excellent verbal communication skills	
An understanding of the importance of confidentiality	
Ability to cope with and adapt to change and remain calm in stressful situations	
Understanding of safeguarding in school, Health and Safety, Data Protection and confidentiality	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	
Keen to be involved in all areas of school life	
High expectations and a belief that all children are capable of remarkable things	