

# INCLUSIVE | MULTI ACADEMY TRUST

## SEND TA JOB DESCRIPTION

### Employment details

<b>Job Title:</b>	SEND Teaching Assistant
<b>Grade:</b>	3 to 6
<b>Reports To:</b>	SENDco
<b>Job Purpose:</b>	To work with teachers as part of a professional team to support teaching and learning for SEND pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### Main duties and responsibilities

Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
Monitor pupil responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the SENDCo to achieve the intended learning outcomes.
Input information onto the Schools Information Management System regarding the events and provisions for SEND pupils.
Encourage parental involvement, ensuring that parents are aware that pupils are participating in interventions and giving them an opportunity to come in and observe.
Assess pupils under the guidance of the SENDCo at the beginning of an intervention to inform the planning and identify gaps e.g. Sandwell Test, Toe by Toe assessment, SpLD Base assessments.
Create resources to support learners with SEND under the guidance of the SENDCo for use in the intervention or for consolidation in home or in class e.g. Flash Cards, Visuals, Busy Boxes, Now/Next boards, communication books etc.
Attend specific intervention training as available and appropriate.
Liaise with the teacher and SENDCo regarding the progress of the pupils in the interventions and report on impact.
Keep planning and attendance records.
Liaise with the teacher to give new targets for the support plan based on the progress of the pupils worked with.
To work within agreed timetables of school and pupil activities and to maintain all appropriate written records as necessary and as directed.
Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
Follow the advice of external advisors as appropriate and ensure that it is implemented consistently.
Consistently and effectively implementing agreed behaviour management strategies.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in numeracy &amp; literacy (or equivalent)</li> <li>• Level 1 Safeguarding</li> <li>• Willingness to undertake CPD</li> <li>• Current DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children with SEND</li> <li>• Experience of working as part of a team</li> <li>• Additional SEND training</li> <li>• Previous experience of working with external advisors and parents</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> <li>• An understanding of how a pupil's learning develops</li> <li>• A passion for and understanding of the principles of nurture</li> <li>• Proficient with school online systems: SIMS, CPOMS</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• A flexible approach</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• Good sense of humour</li> <li>• Community facing</li> </ul>

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

<b>SEND TA:</b>	<b>Line manager:</b>	<b>Date:</b>
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