



## Job Description

<b>Post:</b>	1-1/SEND support Teaching Assistant
<b>Academy:</b>	Hammond Academy
<b>Pay Range:</b>	H2
<b>Working Pattern:</b>	Part time (term time only) 30 hours
<b>Employment:</b>	Fixed term (linked to HNF)

### Purpose of your job

The role is to act as a teaching assistant to support children requiring 1-1 support. The candidate will be required to work as part of our existing Learning/SEN support team and could involve working within in various key stages; this could be working in class based activities, small group or 1:1 as the needs of the school dictates. The post holder will work within a team of Teacher and Teaching Assistants with the overall aim of supporting the school to promote the teaching and learning of all its pupils.

### Main Areas of Responsibility

- The jobholder is one of a team of teaching assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by the Principal, Key Stage Leaders or SENCO as the role permits and may work with several teachers.
- To support the planning (through professional dialogue), to help provide a programme of activities suitable to the age range of children within each group which meet Ofsted standards.
- To ensure that activities take into account the individual needs of each child.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of children's activities.
- To keep accurate records of allocated children and to implement through direction.
- To ensure the safety and welfare of children.
- To have responsibility for the assessment and recording of the needs of allocated children.

## **Knowledge, Experience and Training**

- Experience of working with or caring for children of the relevant age.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology.
- Ability to work in a team.

## **Equalities**

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

## **Training**

- Increasing expectations to engage in fuller professional development resulting from Performance Management
- To integrate into all areas of job accountability demonstrating the actions and behaviours required to actively implement the equal opportunities.

## **Health & Safety**

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

The Aspire Academies Trust is committed to safeguarding children and young people. Our interviews will always include relevant questions relating to child protection and/or safeguarding. The successful applicant will be required to undertake vetting checks including a DBS check, occupational health, will be required to provide contact details of at least 2 referees and proof of gaps in employment history.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**