

**Catcliffe Primary School**

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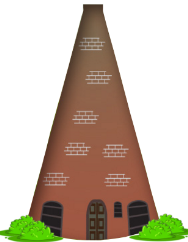
**Catcliffe Primary School**

**An Academy within Learners' Trust**

which is a private company limited by guarantee, with charitable status, registered in England and Wales

**Company Number:** 10224802

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**JOB DESCRIPTION – SEND Teaching Assistant**

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| **Post Title:** | **Level 3 SEND Teaching Assistant** |
| **Scale:** | Band - D |
| **Responsible to:** | Headteacher. |
| **Working hours /pattern/term:** | Fixed term for 1 year from September 2024.  32.5 hours per/week. Term-time only. |
| **Post Purpose:** | Responsible as part of a multi-disciplinary team, under the direction of the Headteacher and SENDCO to close the attainment gap between individual pupils, and groups of pupils and their peers. |
| **MAIN DUTIES AND RESPONSIBILITES**  In conjunction with the Headteacher and SENDCO and other team members, to ensure appropriate support exists for special needs pupils within a particular school situation.  To work in all areas of the curriculum, where needed, to help pupils improve their level of understanding and achievement (social, behavioural, academic etc).  Organising and running specific groups and interventions designed to support learning development including book groups.  To contribute towards progress meetings, providing evidence of impact.  To remain up-to-date with personal training and new initiatives.  To be responsible for disseminating their training to other TA’s and teachers as appropriate.  To assist with the personal hygiene, toileting, grooming and mobility and social skills within the establishment.  General care and supervision of child(ren) during the school day including break and lunchtimes where appropriate.  Where appropriate keeping observational records of a child’s development and progress.  To develop a good relationship with parents and other professionals involved in supporting particular children.  To assist with resolving the behavioural and emotional problems of children under the direction of senior staff and in line with school policy.  To participate in the implementation of programmes set by therapists and psychologists.  To assist the Teacher to mount and display work/information for children and adults.  To participate at and in preparation for school events within normal working hours.  To accompany pupils and teachers on educational visits  With the support of the SENDCO offer 1:1 support through specialised programmes.  To support staff in completing the schools SEND assessment strategy.  To participate in the school appraisal system  To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.  **The postholder is required to:**   * Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. * Be aware of and comply with all school policies in relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998. It is expected that all staff keep up to date with current policies. * To play a full part in the life of the school community and support its ethos. * To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act.  Any changes of a permanent nature will be incorporated into the job description.     The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition. | |