**1:1 SEND Teaching Assistant Job Description**

**‘A place where everyone can flourish’ (John 10:10)**

**JOB DESCRIPTION: 1:1 SEND TA**

**Salary: KR3-KR6 dependent on experience**

**Responsible to:** Inclusion lead

**MAIN PURPOSE OF THE JOB**

To work with teachers, other TAs parents and lead professionals to deliver a daily programme of support and care for a pupil with special educational needs. Providing learning support and personal care to a pupil to support them in overcoming barriers to learning, to include behavioural, social, communication, sensory, visual and physical disabilities

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**SUPPORT FOR PUPILS**

Model excellence in day-to-day practice.

Work with Inclusion Lead, class teacher, lead professionals and other staff to ensure Learning Support reflects the School’s ethos and aims.

Develop knowledge of a range of learning support needs and strategies of support to meet those needs.

Participate in training to develop the range of skills required to support the full spectrum of students with SEND.

Give in-class support by:

* clarifying and explaining instructions;
* ensuring the student is able to use equipment and materials provided;
* motivating and encouraging the student as required;
* supporting the development of skills in literacy, numeracy, communication and social and behavioural needs;
* helping students to concentrate on, and finish, work set;
* meeting physical needs as required whilst encouraging independence;
* liaising with class teachers, Inclusion lead and lead professionals about Provision Maps;
* developing appropriate resources to support students with SEND.

To undertake physical tasks relating to the general care of the students, eg helping with dressing.

To undertake physiotherapy exercises following instructions and advice from a qualified therapist.

To establish a supportive relationship with students.

To encourage an acceptance and inclusion of students with special needs.

To develop methods of promoting/reinforcing self-esteem and independence.

To accompany the student/s when swimming, including supervising from the poolside and in the pool.

To accompany the student/s on outings.

To provide individual supervision in and out of the classroom for students with behavioural problems.

To provide personal care to students with specific needs (eg toileting).

To use specialist equipment to aid the personal care of students with specific needs

**SUPPORT FOR TEACHERS**

* Create and maintain a fun, purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
* Use strategies, in liaison with the teacher, to support pupils to develop academically, socially and emotionally
* Work with a pupil on therapy or care programmes, designed and supervised by a therapist/teacher
* To assist and work collaboratively with the class teacher (and other professionals as appropriate) in the development of a suitable programme of support.
* Work collaboratively with staff to make reasonable adjustments to lesson plans, materials and teaching activities to ensure accessibility for students with SEND.
* Understand the language, and contribute to the process, of Provision Maps and Academic Mentoring.
* In conjunction with the class teacher, and under direction from the Inclusion lead, ensure that the progress of students with SEND is being monitored and tracked.
* To participate in the evaluation of the support programme as part of school self-evaluation processes.
* To provide regular feedback about students to the teacher/parents and Inclusion lead
* To ensure that there is effective collaboration between Support Department staff, parents, students with SEND and appropriate agencies
* Collaboratively create and prepare resources for supporting students with SEND.

**JD TA General**

 • Assist with the planning of fun and engaging learning activities

 • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

 • Provide detailed and regular feedback to teachers on pupil’s achievement, progress, well-being etc.

 • Promote good pupil behaviour, dealing promptly with conflict and incidents

in line with established policy and encourage pupils to take responsibility for their own behaviour

 • Establish constructive and supportive relationships with parents/carers and pupils

 • Administer routine assessments and undertake routine marking of pupils' work

 • Provide clerical/admin support eg. photocopying, typing, filing,

**SUPPORT FOR THE CURRICULUM**

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

• Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher

• Support the use of ICT in learning activities and develop pupils' competence and independence in its use

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person/ using our CPOMS online recording system

• Be willing and able to uphold and promote the Christian Vision and Ethos of the School

• Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate

• Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop

• Contribute to the overall ethos/work/aims of the school

• Appreciate and support the role of other professionals

• Attend and participate in relevant meetings as required

• Participate in training and other learning activities and performance development as required

• Assist with the supervision of pupils out of lesson times, including lunchtime and breaks

•To support the wider school community by attending events such as Summer Fair, sporting events and special services at Tunstall Church

**Teaching Assistants at this level may also undertake some or all of the following:**

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

2. Update pupil records

3. Assist with escorting pupils on educational visits

4. Undertake moving and handling activities as required.

5. 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)

6. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

**Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**

**Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

"Tunstall CEP School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and check against the ISA barred list for Children."