St. Ethelbert's Catholic Primary School

SEND Teaching Assistant Job description

St Ethelbert's Catholic Primary School and Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

'High Expectations for all, in the Light of Christ'

Inclusion	*Thoughtfulness*	*Knowledge*

Responsible to: Headteacher

Line Manager: SENDCO

Kent Pay Scale: KR 4

Contract Type: Fixed Term until 31st August 2024

Duties and responsibilities

Safeguarding

> Make sure pupils remain on the school premises during the midday break
> Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

Purpose of job

- To be sympathetic to and supportive of the Catholic ethos of the school.
- To work under the direct instruction of the SENCO to support children with special educational needs or learning difficulties
- This will involve implementing teaching and assessment activities planned by the teacher.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom who have special educational needs
- To support the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND.
- To promote the acceptance an inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.

- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet) and medical needs where appropriate.
- To promote and model the school's vision and values.
- To support children during less structured times of the day including lunchtimes e.g. lunch duty.

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1. Provide support for learning activities:
   - Support English and Mathematics progress and attainment
   - Provide Maths and English support to allow access to a wider curriculum
   - Support teaching and learning in the wider curriculum
   - Act as a mentor to facilitate children's learning and development
   - Promote the transfer of learning from outdoor experiences
   - Work as part of a team and assist the class teacher in ensuring quality education for the children.
   - Be aware of and support school policies and procedures.
   - Under instruction from the SENCO to support pupils learning by working with individuals or groups of pupils, including those with special needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set.
   - To assist the pupils with personal needs as appropriate.
   - To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
   - To be responsible for promoting and safeguarding the welfare of children and young people within the school.

2. Support children's personal development:
   - Help to keep children safe
   - Contribute to and develop positive relationships
   - Support children's play and learning
   - Support or contribute to the support of a child with disabilities
   - Promote positive behaviours
   - Contribute to the management of challenging behaviour in children
   - Support children with communication and interaction needs
   - Support children with cognition and learning needs
   - Support children with behaviour, emotional and social needs
   - Support children with sensory and/or physical needs
   - Promote children's well- being and resilience
   - Enable children to be active citizens
   - Support children during transitions in their lives
   - Work with children to safeguard their welfare
   - Assist with maintaining good behaviour throughout the school at all times, following the school's behaviour policy and procedures.
   - Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
   - Contribute to improving attendance

- Assist the teacher by implementing advice and programmes of support provided by specialist outside agencies involved in the children's education. These may involve speech therapists, educational psychologists, specialist teachers for learning and communication and physiotherapists.
- Help to develop and adapt appropriate resources and materials such as visual prompts to support children's specific needs and implement agreed strategies to enable them to access the learning environment and progress with their learning
- Maintain accurate records of interventions.
- Supervise individual pupils during break times when required
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding responsibilities, referring any matters to the appropriate designated person for further action.
- Attend appropriate staff meetings and training days/events as requested.
- Lunchtime supervision to include supervising the eating of lunch and organising play activities in the playground.

3. Provide effective support to colleagues:
- Observe and report on children's performance
- Provide or contribute to educational/ decorative displays
- Invigilate tests and examinations
- Support the development and effectiveness of work teams
- Contribute to the maintenance of pupil records
- Monitor and maintain resources
- Escort and supervise children on educational visits and out of school activities
- Assist in the administration of medicine
- Prepare and maintain the learning environment
- Assist with the preparation of resources
- Develop and maintain working relationships with other practitioners

4. Maintain commitment to developing own competence:
- Reflect on and develop practice
- Support professional development of others through leading and/or mentoring
- Provide information and feedback to aid policy formation and the improvement of practices and procedures

5. Wider contribution

- Attend and assist at school events e.g. parents evenings, festivals, Summer and Christmas fairs.
- Running an after school club

This is not an expectation, however, if you have had the opportunity to demonstrate wider contribution this will be assessed as part of your appraisal.
If not, overall assessment under Total Contribution Pay will not be adversely affected.

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.