



THE HOWARD  
Academy Trust

# Candidate Briefing Pack

## SEND Teaching Assistant



# Job Description

<b>Job Title:</b>	SEND Teaching Assistant
<b>Contract Type:</b>	Permanent, Part time, Term time only, Monday-Friday, 30 hours per week, 38 weeks per year. Working Pattern to be confirmed with principal.
<b>Remuneration:</b>	Bexley NJC Payscale 5.1-5.4 (FTE £27,030-£27,438) actual salary pro rata £18,877-£19,162 per annum.

## Key responsibilities:

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example: Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about Pathway Plans and Education Health and Care Plans, contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.

- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the Classroom
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCo, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Where appropriate, to know and apply positive handling techniques for which training will be provided if needed
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- To accompany teacher and pupils on educational visits
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions

**Other duties:**

- Undertake any other duties commensurate with the grade, as directed by the Principal

**Review and Amendment:**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

**Post:** SEND Teaching Assistant

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development</li> <li>First Aid Trained/Paediatric First Aid Training</li> <li>NVQ Level 3 in Childcare or equivalent</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Knowledge and experience of working with children with significant additional needs</li> <li>Experience of establishing successful learning relationships with a variety of pupils at the relevant age</li> <li>Experience of the role of a Teaching Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools</li> <li>Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection, safeguarding policies and Early Years Framework and Development Matters.</li> <li>Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>Knowledge of support services available to young people</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>Good communication skills including written and oral</li> <li>Good numeracy and literacy skills</li> <li>Competent with computers and other technology</li> <li>Ability to work as part of a team under the direction of the teacher</li> </ul>	

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| <ul style="list-style-type: none"><li>• Good administrative and organisational skills</li><li>• Able to lead intervention sessions</li><li>• Good team player and self starter</li><li>• Ability to create a happy, challenging and effective learning environment</li><li>• A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>• A personable nature to build effective relationships</li><li>• Ability and keenness to promote the Trust’s positive culture and ethos</li><li>• Understands the importance of confidentiality and discretion.</li></ul> |  |
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