



SEND Classroom Teaching Assistant JOB DESCRIPTION

INTRODUCTION

Elmley Dray School is an independent specialist school. We are seeking a compassionate, dedicated, and patient Classroom Teaching Assistant to provide individualised support to a pupil with special educational needs and disabilities (SEND) within our school setting. The role focuses on enhancing the pupil's learning experience, ensuring their physical and emotional well-being, and promoting independence wherever possible.

Elmley Dray School is committed to safeguarding and promoting the welfare of children and young people by giving the highest priority to the recommendations of the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

PURPOSE

1. To provide learning activities for pupils with complex needs under the direction and supervision of a qualified teacher. Working with individuals or small groups of children in collaboration with teaching staff.
2. To provide intervention learning support to designated pupils with SEND.
3. Proactively supporting pupils with activities designed to enhance numeracy and literacy
4. Promoting positive behaviour, raising esteem, and encouraging an aspirational culture
5. Working with SEND pupils to foster their development as independent learners
6. Further duties to be tailored to need, relating to applicant skill set and direction of Headteacher.

REQUIREMENTS

- Previous experience working with children or young people with special educational needs is highly desirable.
- Strong communication and interpersonal skills, with a patient and caring

approach.

- Ability to work effectively as part of a team while also showing initiative when working independently.
- Basic understanding of child development and strategies for supporting children with SEND.
- Relevant qualifications such as CACHE Level 2/3 Certificate/Diploma in Supporting Teaching and Learning, or equivalent, are advantageous.
- Commitment to promoting inclusion, respect, and positive behaviour.
- Enhanced DBS check (or willingness to obtain one).

MAIN RESPONSIBILITIES AND TASKS

- Provide intervention learning support to designated pupils with SEND.
- Support the pupil's engagement and participation in classroom activities, adapting materials and resources to meet their individual needs.
- Implement personalised learning plans under the guidance of the classroom teacher and SENDCo.
- Promote positive social interactions and facilitate the pupil's inclusion in group activities.
- Monitor and document the pupil's progress, providing regular feedback to teachers, parents, and relevant professionals.
- Ensure the pupil's safety and well-being at all times, including during transitions, break times, and outdoor activities.
- Collaborate effectively with teachers, support staff, therapists, and parents/carers to ensure a consistent approach to the pupil's care and education.
- Assisting in areas of weakness by: making notes for the pupil when lessons are missed or as the teacher is giving instructions, to be used in the work that follows.
 - Acting as scribe
 - Reading textbook sections and questions.
 - Developing reading skills through the paired reading scheme.
 - Helping pupils correct their work.
 - Enhancing key cognitive weaknesses by running small group / individual interventions.
 - Supporting pupil's understanding of homework tasks
 - Assisting pupils to remain on task and complete work – focusing on quality of work complete rather than quantity.
 - Using questioning and feedback to develop pupil's skills, knowledge and understanding.
 - Meeting the physical needs of pupils.
 - Develop an understanding of individual pupil needs and methods of working.
 - Assist in planning and differentiation by offering suggestions or producing worksheets/resources to meet pupil needs.
 - Encouraging independence.

- Communicating with the class teacher any pupil difficulties so the class teacher can address these in future lessons.
- Clarify with pupils what the next steps in learning will be.
- To establish a supportive relationship with the pupil(s) concerned.
- To encourage acceptance and inclusion of all pupils within the school community.

SAFEGUARDING

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Elmley Dray policies in relation to safeguarding.

SUPPORTING THE SCHOOL

- Contribute to reviews of the pupils' progress
- To attend relevant in-service training
- To be aware of Elmley Dray School policies and procedures
- Contribute to the overall ethos/work/aims of the school
- Establish constructive working relationships and communicate with other agencies/professionals, including the therapy team, to support achievement and progress of pupils
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

GENERAL

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Signed:

Name:

Date: