

# Job Description



## Teaching Assistant (Supporting Pupil/s with SEND)

**Grade:** Kent Range 3

**Hours:** 27.5 hours per week

**Weeks:** Term Time Only

**Salary:** £15253-£16967 pro-rata

**Reporting to:** Headteacher

**Posts reporting to this position:** N/A

**Working hours:** 8:45am – 3:15pm Mon-Fri

**Based at:** The Oaks Infant School

**This is a fixed term position** (subject to a 6 month probationary period)

### Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning, predominantly for pupils with Special Educational Needs and Disabilities. To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and / or behavioural, social, communication, sensory or physical disabilities. This includes working on Provision Plan targets and other interventions as required under the guidance of the class teacher and SENCo.

(Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002.)

### Key duties and responsibilities:

- Work with individuals or small groups of pupils under the guidance of teaching staff and provide feedback to the pupils and teacher in order to support good pupil progress.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the pupil in making progress towards Provision Plan Targets and keep records of pupils’ progress towards these.
- Support the teacher in behaviour management.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
- 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).
- Adhere to all health and safety regulations
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work

- Any other work requested by, and deemed appropriate by, strategic leaders

**Teaching Assistants for SEND pupils in this role 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 break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Undertake moving and handling activities as required and following appropriate training.

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children.

**This role is subject to an enhanced DBS check.**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

# Person Specification



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Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> </ul>	<ul style="list-style-type: none"> <li>Team Teach training</li> <li>Paediatric First Aid</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting pupils academic progress and wellbeing</li> <li>Experience of working with pupils with a range of SEND</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>Excellent communication skills with both adults and children</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems</li> <li>Able to recognise when learning is maximised and how the adult role can enhance this</li> <li>Makaton</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the requirements of the National Curriculum for EY and KS1</li> <li>Understanding of a range of strategies to support access to learning e.g. taskboards, visual timetables</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Professional conduct at all times and with all staff, pupils, other professionals, visitors etc.</li> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Calm under pressure</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> <li>Positive/can do approach</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



	<ul style="list-style-type: none"> <li>• Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	
<p><b>VALUES</b></p>	<ul style="list-style-type: none"> <li>• Commitment to school’s aims and values</li> <li>• Commitment to continuous personal development</li> <li>• Honest and reliable, displays integrity and commitment to the Trust</li> <li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

