



**SEN Intervention TA**

<b>GRADE:</b>	<b>Kent Range 3</b>
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<b>RESPONSIBLE TO:</b>	<b>Class Teacher, SENCO, Senior leadership and Headteacher</b>
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<p><b><u>PURPOSE OF POST:</u></b></p> <p>To support the SENCO and to coordinate the effective deployment, and monitoring of students for SEN departmental interventions. To deliver in class support programmes that enable all students to access the curriculum to help raise standards and achievement.</p>
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<p><b>Main Duties</b></p>	<ul style="list-style-type: none"> <li>• Support with the coordination of SEN departmental interventions, including Literacy, numeracy, Cognition&amp; Learning, SLCN, SEMH and any other interventions agreed by the SENCO.</li> <li>• In liaison with the SENCO, identify target students using available data.</li> <li>• Using information and following guidance from external agencies develop and deliver programmes of intervention work for students including Literacy, numeracy, Cognition&amp; Learning, SLCN, SEMH and any other interventions agreed by the SENCO.</li> <li>• Under direction, undertake/supervise screening and impact assessments</li> <li>• Liaise with the TA coordinator to arrange timetable of intervention</li> <li>• Support colleagues in the delivery of any SEN interventions</li> <li>• Assess progress and impact of all interventions in collaboration with the SENCO</li> <li>• Know and support students' targets.</li> <li>• Administer routine tests and undertake routine marking of students' work.</li> <li>• Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/lunch club.</li> <li>• Actively promote all aspects of the school's SEND provision in a positive way.</li> <li>• To contribute to the evaluation of intervention/ support programmes by providing regular feedback about students to the teacher</li> <li>• To contribute, where appropriate, to statutory reviews of students' statements/EHCP's</li> </ul>
<p><b>TA Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Know and support students' targets.</li> <li>• Facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.</li> <li>• Prepare and develop materials/resources for students' lessons in different formats (using ICT equipment if necessary) e.g. adapting/enlarging text/reading resources for</li> </ul>





	<p>accessibility.</p> <ul style="list-style-type: none"> <li>• Promote positive standards of behaviour – e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.</li> <li>• Support students in small groups under the direction of the class teacher and Secondary Ready Lead.</li> <li>• Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.</li> <li>• Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.</li> <li>• Administer routine tests and undertake routine marking of students' work.</li> <li>• Ensure that students have full access to all areas of the school environment e.g. by pushing wheelchairs or operating the school lifts.</li> <li>• Tend to students' personal care or physical needs as necessary e.g. toileting, changing.</li> <li>• Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/breakfast club.</li> <li>• Accompany students on off-site activities and external provisions e.g. school trips, placements.</li> <li>• Provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.</li> <li>• Under direction, provide support for activities pertaining to the wider school community e.g. vaccinations, photographs etc.</li> <li>• Actively promote all aspects of the school's SEND and Secondary Ready provision in a positive way.</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Provide clerical/admin support e.g. photocopying, printing, displays etc.</li> <li>• Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the SENCO</li> <li>• Monitor the progress and performance of individual students and keep records relating to students supported.</li> <li>• Assist in gathering information to inform the SEND audit.</li> <li>• Assist in gathering information to inform the skills audit.</li> </ul>
<p><b>Wider responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Understand and apply school policies in relation to health, safety and welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• Attend relevant school meetings as required.</li> <li>• Respect confidentiality at all times.</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace.</li> </ul>





<b>Person Specification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Good standard of Education (Level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).</li><li>• At least 2 years' experience of working closely with SEND.</li><li>• Good ability to use technology (computer, email, photocopier etc.)</li><li>• Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.</li><li>• Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)</li><li>• Must be motivated and be able to work independently with minimal supervision.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Basic IT skills.</li><li>• Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.</li></ul>
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***The Galaxy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

**Agreed by Postholder:**

**Date:**

