



## **Job Description: SEND Specialist Teaching Assistant**

Term Time Only – 39 weeks

Hours of work 0830-1630

### **Purpose of the Post**

- To complement the professional work of teachers by taking responsibility for agreed learning activities including supporting planning, preparing, delivering, assessing, recording and reporting on learning activities, for individuals and small groups
- To work with a range of pupils with varying SEND needs aged 2 to post-16.

### **Specific duties and responsibilities for Specialist Teaching Assistants in our setting**

- To evaluate and adjust work plans as appropriate to meet pupils' needs.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance, and equality of access to learning opportunities for all pupils.
- To observe pupils' performance, and provide the teacher with feedback on pupils' learning
- Helping to maintain individual and group records on our bespoke database
- Support the continuity of education for identified pupils, by liaising with key staff in home schools and colleges
- To contribute to the induction programme and to model good practice for newly appointed teaching assistants

### **All members of the support staff team are expected to:**

- Work towards and support the school's vision and objectives
- Use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups
- Support the organisation of the learning environment, including the production, maintenance, and storage of resources.
- Provide assistance in the schoolrooms during timetabled lessons
- Attend meetings to discuss pupils' progress with parents and other professionals as part of the relevant staff group.
- Accompany pupils and teachers on educational visits and trips
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents, colleagues, and guests.

***Continuing Professional Development***

- Make use of the training opportunities offered by the school and outside agencies and complete personal professional development objectives, as identified in the School Improvement Plan, at Professional Meetings with the Headteacher and/or in Appraisal reviews.
- Take part in annual professional reviews and draw up an individual action plan which compliments the School Improvement Plan

***Health and Safety***

- Ensure familiarity with, and observe, the Health and Safety Policies of the School and the Hospital.
- Be prepared to support the work of teachers on any of the wards as directed and be prepared to go into areas of infection to support specific children following the necessary guidance.

***Child Protection***

- Follow the Child Protection Policies of the School and the Hospital and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

***School Policies***

- Actively implement all the School's Policies.
- Support the review and development of policies

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Job descriptions are subject to reasonable change and will be reviewed annually in consultation with employees.*