

## Job Description

<b>Post title:</b>	SEND Teaching Assistant
<b>Contract:</b>	Fixed Term, (32.5 hours per week, Term Time only)
<b>Pay range:</b>	Band 4, scale point 3 - 4
<b>Line manager:</b>	Head Teacher
<b>Location:</b>	Bowling Park Primary School

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### **Purpose of the Role:**

The primary role of the teaching assistant should be to work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem, and social inclusion. To undertake work/care/support programmes to enable access to and enhance learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

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### **Key Responsibilities**

#### **Support for the Pupils**

- Supervise and support pupils, including those with special needs, ensuring their safety, and access to learning, attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote, support and facilitate the inclusion of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher or other professionals.
- Encourage pupils to act independently as appropriate.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist with the development and implementation of IEPs and Personal Care programmes.

#### **Support for the Teacher**

- Maintain a stimulating and safe environment as directed for lessons, organising

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- resources and assisting with the display of pupils' work.
- Be aware of pupils' learning needs /progress/achievements and report to the teacher as agreed.
  - Contribute to effective assessment by undertaking pupil record keeping as requested.
  - Use effective behaviour management strategies consistently in line with the school policies and procedures.
  - Liaising effectively with class teachers to communicate effectively with parents/carers and other professionals
  - Provide clerical/admin support.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupil competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

- Be aware of and comply with relevant statutory guidance, alongside school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner.
- Be aware of and demonstrate positive attitudes, values and behaviours towards equality, ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals and the school community.
- Attend relevant meetings as required.
- Commit to improving own practice by participating in training and other learning activities related to continual professional development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

### **Safeguarding and Compliance**

- Promote the safety and wellbeing of pupils and staff within the school.
- Uphold the school's Policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to.



## **Management of Resources**

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust.
- Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice.
- Develop support capacity across the schools through coaching and other appropriate methods, supporting the development of effective pupil support roles within each school.
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils.

## **General**

All school staff are expected to:

- Work towards and support the school's vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding pupils
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Exceed Equality and Diversity policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.

## **CPD**

Maximise opportunities for personal development by:

- Participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required.
- Participating in annual Performance Management procedures, identifying and requesting INSET opportunities as necessary.
- Participating in collaborative work and the sharing of best practice.



## Person Specification

Area of Specification	Essential/Desirable	Method of Assessment
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths Level C or above or equivalent</li> <li>Qualifications relating to post</li> </ul>	<p>E</p> <p>D</p>	Application and Interview
<b>Experience</b> <ul style="list-style-type: none"> <li>Have previous experience in a similar role</li> <li>Have experience of working with children with SEND</li> <li>Speak fluent English to an appropriate standard, in line with the Immigration Act 2016.</li> </ul>	<p>E</p> <p>D</p> <p>E</p>	Application and Interview
<b>Knowledge/Skills/Abilities (core competencies)</b> <ul style="list-style-type: none"> <li>Understanding of child development and learning.</li> <li>Be able to motivate and inspire children, staff, parents and Governors</li> <li>Have the ability to work effectively as part of a team</li> <li>Ability to demonstrate behaviour management skills</li> <li>Ability to use relevant technology</li> <li>Good numeracy and literacy skills</li> <li>Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.</li> <li>For posts working with pupils who have</li> </ul>		Application and Interview

<p>physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying pupils, within school policies and practices.</p>		
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Be committed to raising standards</li> <li>• Be someone who can create an atmosphere in which children can thrive and succeed</li> <li>• Have excellent interpersonal skills</li> <li>• Effective communication and organisation skills</li> </ul>		<p>Application and Interview</p>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date / /**

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date / /**

