

Job description

Job title	SEND Teaching Assistant (Level 2)	Grade	LBR 3 point 6 £25,212 (FTE), £18,972 (actual salary)
School	Wanstead High School		
Reports to	SENDCO		
Responsible for	No Supervisory responsibility		
Hours	32.5 hours per week, Term Time only + 5 days Inset		
Purpose of job			
<p>To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for SEND pupils. 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.</p>			
Main duties and responsibilities			
<ul style="list-style-type: none"> ● Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. ● Setting challenging and demanding expectations and promoting self-esteem and independence. ● Providing feedback to pupils in relation to progress and achievement under guidance of the teacher. ● Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. ● Establishing constructive relationships with pupils and interacting with them according to individual needs. ● Promoting the inclusion and acceptance of all pupils. ● Encouraging pupils to interact with others and engage in activities led by the teacher. ● Using strategies, in liaison with the teacher, to support pupils to achieve learning goals. ● Assisting with the planning of learning activities. ● Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed. ● Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. ● Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour. ● Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work. ● Establishing constructive relationships with parents/carers. ● Administering routine tests, invigilating exams and undertaking routine marking of pupils' work. ● Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. 			

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Any other duties consistent with the purpose and grade of the post.

General/ Support for the School

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder:

Date:

Signature:

Person specification - SEND Teaching Assistant (Level 2)

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> GCSE Maths and English or equivalent, minimum grade C 	<ul style="list-style-type: none"> Completion of DfES Teacher Assistant Induction Programme NVQ 2 for Teaching Assistants or equivalent qualifications or experience First Aid Qualification/ training Training in the relevant learning strategies e.g. literacy.
Experience	
<ul style="list-style-type: none"> Experience of working with, or caring for, children of relevant age 	<ul style="list-style-type: none"> Evidence of working with pupils with a variety of special educational needs Experience of working successfully as part of a team
Skills, Knowledge and Understanding	
<ul style="list-style-type: none"> Understanding of relevant policies/codes of practice and awareness of relevant legislation Basic understanding of child development and learning Good numeracy and literacy skills IT skills and ability to use it effectively to support learning 	<ul style="list-style-type: none"> General understanding of national curriculum and other basic learning programmes Effective use of other equipment technology - video/photocopier etc Understanding of target setting and action plans Awareness of the range of strategies to address differing needs in a mixed ability classroom
Personal Qualities	
<ul style="list-style-type: none"> Excellent verbal and written communication skills Ability to relate well to children and adults Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to maintain professional integrity, even when under pressure Flexibility and resilience Emotional intelligence Reliability, honesty and trustworthiness, demonstrating highest professional standards Commitment to ongoing professional and personal development 	<ul style="list-style-type: none"> Ability to identify own targets and areas for professional development