

SEND Teaching Assistant Vacancy

Part Time Fixed Term contract initially until 31st August 2019 attached to a child with an EHCP

15 hours per week initially with the possibility of being increased

F grade preferred but depends on experience

Closing Date 1st February 2019

Start date: ASAP

Job description - SEND Teaching Assistant

JOB PURPOSE:

- To enhance the learning of pupils who have a wide range of learning needs
- To support pupils with their Social, Emotional, Mental Health needs
- To provide provision and intervention to support pupils to manage their feelings, emotions, confidence and social skills
- To support pupils to develop their physical needs
- To support the class teacher and the SENco in writing, delivering and evaluating My Plans and EHCP's and attend meetings
- To help differentiate the KS 2 curriculum for a child with SEND needs to ensure the work is accessible and at their level
- To support the teacher and other teaching staff in:
 - a) enabling pupils to participate fully in the curriculum and general life of the school
 - b) encouraging pupils to focus and concentrate on learning
 - c) enabling pupils to gain independence
 - d) help to plan and adapt the teacher's lessons to meet the needs of individual pupils
 - e) creating and adapting resources for individual needs

DUTIES AND RESPONSIBILITIES

Support for the pupils:

- Central to the whole principle of inclusion, to support pupil/s who have special educational needs, particularly pupils with SEMH needs, so that they can access the curriculum, at times approaching the curriculum in a flexible way
- To encourage pupils to work independently
- To motivate, praise and encourage pupils; provide immediate and relevant feedback
- To support the pupils in areas they need to develop eg. phonics, basic literacy, numeracy, fine motor control and behaviour
- To clarify and explain instructions
- To follow advice given by outside professionals
- To support language and communication needs of the child
- To help pupils to concentrate on and complete work set
- To help pupils achieve the targets on their My Plans/EHCP's

- To develop appropriate differentiated resources to support pupils
- To establish a supportive relationship with the designated pupils
- To encourage acceptance and inclusion of pupils with special needs
- To support them access the KS 2 curriculum

Support for the teachers:

- To develop a mutually supportive relationship with relevant teaching staff and assist with the development of a suitable programme of support
- To help pupils gain access to the curriculum by further differentiation of instructions and resources
- To assist by discreetly prompting pupils to stay 'on task', and modelling good behaviour
- To assist with monitoring and developing My Plans/ EHCP's
- To develop and maintain a system of recording each pupil's achievement
- To provide regular feedback, in written or oral form, about pupils to the teacher

Support for the curriculum:

- To support the delivery of all subjects in the National Curriculum, particularly the end of KS 1 and early KS 2
- To work on a one to one basis and small groups to deliver aspects of the curriculum, as planned by the teacher
- To identify and record learning and achievements made by pupils

Support for the school:

- To be aware of and support the school policies, procedures and ethos
- To work as part of a professional, flexible and supportive team to further the ethos of the school
- To regularly attend relevant meetings to develop and disseminate good practice
- Where appropriate, to foster links between home and school; school and other institutions
- To contribute to reviews of pupils' progress, as appropriate
- To attend relevant in-service training
- To respect the confidentiality of issues linked to home/pupil/teacher/school

Key accountabilities for TAs may include some of the following:

- To work with pupils who have EHCP's/My Plans
- To be one of the main key support workers for a group of pupils/individual pupil with special needs; to maintain and help monitor their My Plans and progress; to foster links with home, where appropriate

- To supervise and support lessons for small groups/individual pupils with special needs
- To attend Annual Reviews/Multi -agency meetings, where appropriate
- To ensure that pupils take medication; to assist pupils with physical difficulties if needed