

Keinton Mandeville Primary School

SEND SUPPORT TEACHING ASSISTANT

JOB DESCRIPTION



This job description has been created with reference to the Professional Standards For Teaching Assistants (2015).

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. Teaching assistants provide support to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

1. **Having proper and professional regard for the ethos, policies and practices of the school** in which they work as professional members of staff.
2. **Demonstrating positive attitudes, values and behaviours** to develop and sustain effective relationships with the school community.
3. **Having regard for the need to safeguard pupils' wellbeing** by following relevant statutory guidance along with school policies and practice.
4. **Upholding values consistent with those required from teachers** by respecting individual differences and cultural diversity.
5. **Committing to improve their own practice** through self-evaluation and awareness.

Knowledge and understanding

Teaching assistants are expected to:

1. **Acquire the appropriate skills, qualifications, and/or experience** required for the teaching assistant role, with support from the school employer.
2. **Demonstrate expertise and skills in understanding the needs of all pupils** (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
3. **Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date** by reflecting on their own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
4. **Demonstrate a level of subject and curriculum knowledge relevant to their role** and apply this effectively in supporting teachers and pupils.
5. **Understand their roles and responsibilities within the classroom and whole school context** recognising that these may extend beyond a direct support role.

Teaching and learning

Teaching assistants are expected to:

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
2. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures.
4. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.
5. Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
6. Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

Teaching assistants are expected to:

1. **Recognise and respect the role and contribution of other professionals, parents and carers** by liaising effectively and working in partnership with them.
2. **With the class teacher, keep other professionals accurately informed** of progress or concerns they may have about the pupils they work with.
3. **Understand their responsibility to share knowledge** to inform planning and decision making.
4. **Understand their role** in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
5. **Communicate their knowledge and understanding of pupils** to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Health, Safety and Discipline

Teaching assistants are expected to:

1. Promote the safety and well-being of pupils
2. Assist in the maintenance of good behaviour and discipline among pupils in accordance with the school's behaviour policy

Safeguarding

The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

SEND and Administration Support

The post holder will be expected to:

1. Deliver interventions on a 1:1 or small group basis (under the direction of the SENDCo).
2. Complete formal assessments with children (under the direction of the SENDCo).
3. Use Care Plans (e.g., Occupational Therapy/SALT) to plan their support.
4. Provide general administrative support to the SENDCo.
5. Provide administrative support in meetings with the SENDCo as and when required (including producing the minutes of meetings if required).
6. Maintain and update SEND files (electronic and paper).

This Job Description is subject to review.

Agreed by: _____
(Teaching Assistant)

Date: _____

And by: _____
(Line Manager)

Date: _____