**Mawnan C of E VA Primary School** 

**JOB DESCRIPTION**

**Job title:** Teaching Assistant (Band2)

**Grade: D**

**Responsible to:** SENCO/Teaching staff

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** Teachers, pupils, support staff, parents

**Main purpose of the job**

* To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.
* To meet the needs of pupils with specific special education needs, working mainly 1:1 with a child with an EHCP within a mainstream setting.

**Duties and responsibilities:**

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils’ self-esteem.
4. Undertake structured and agreed learning activities, adjusting them according to the pupils needs. Deliver specific teaching programmes e.g. speech and language therapy.
5. Assist with the preparation and maintenance of school equipment and resources required to meet lesson plans or other relevant learning activities to support the delivery of an enriched curriculum.
6. Work closely with class teachers, other TAs and the SENCO to close the attainment gap between individual pupils, and groups of pupils, and their peers.
7. Liaise with the SENCO regularly to review the progress of individual pupils with SEND and the overall SEND provision in the school.
8. Assist with assessments, evaluate the impact of the interventions and plan next steps for individuals and groups of pupils.
9. Act as a point of contact for other professionals, such as speech and language therapists, specialist leaders of education and parents, as appropriate.
10. To support with lunch and break time supervision of children on a rota basis in accordance with the School’s Policy for Playground Supervision.
11. To accompany children on educational visits and outings as supervised by the Teacher.
12. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
13. To supervise an individual or small group of children within a class under the overall control of the Teacher.
14. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
15. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
16. To remain aware and work within all relevant school working practices, policies and procedures.
17. Remain up-to-date with personal training and new initiative and attend staff meetings and school-based INSET as required.
18. To be aware of and work in accordance with the school’s safeguarding policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To undertake other duties appropriate to the grading of the post as required.
21. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
22. To support pupils with a specific need, according to their ECHP ensuring compliance with any necessary and relevant training e.g. team teach, safe lifting procedures.
23. To support pupils with promoting independence and self-care, including toilet training.

Prepared by: Mawnan C of E VA Primary School - Cornwall Council

Date: December 2024

SEN Teaching Assistant **PERSON SPECIFICATION**

|  | **Essential** | **Desirable** |
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| **Qualifications and training** | The successful candidate will:* Have a degree or relevant qualification e.g. NVQ level 2 or equivalent.
* Have relevant SEN training e.g. PECs, Makaton
 | * Have undertaken safeguarding training.
* Have a recognised qualification in SEND practice.
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| **Experience** | The successful candidate will have:* Experience of supporting pupils with SEND
* Experience of supporting communication skills and confidence.
* Experience of designing bespoke curriculums to support personal development and the development of reading, writing and maths.
 | * Experience with pupils with moderate learning difficulties (MLDs).
* Experience with pupils with ASD.
* Experience with working on a one-to-one basis with pupils.
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| **Knowledge and skills** | The successful candidate will have:* Knowledge of areas of legislation relevant to SEND.
* The ability to interpret legislation and statutory guidance relating to SEND practice.
* Excellent communication skills.
* The ability to think ahead and draw up personalised learning programmes.
* Excellent organisational skills.
* The ability to remain calm under pressure.
* Excellent time management skills.
* The ability to work with pupils in a professional manner.
* The ability to be proactive in seeking solutions.
* The ability to maintain confidentiality.
* Effective problem-solving skills.
* Excellent written and verbal communication skills at all levels.
 | * Knowledge of legislation and statutory guidance specific to primary schools.
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| **Personal qualities**  | The successful candidate will be:* Able to work independently but also as part of a team.
* Professional and reliable.
* Strong and positive behaviour management Dedicated to their practice.
* Patient, friendly and nurturing.
 | The successful candidate will have:* The capacity to work flexibly.
* An enhanced DBS check.
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