

Job Description and Person Specification

Post Title:	Teaching Assistant (SEND)
School:	Stoke By Nayland CofE Primary School
Purpose:	To provide love care and nurturing attention to our amazing children within our SEND class. To work under the direct guidance of our Key Stage 1 SENDCo as part of a professional team following the small steps of the Sensory Curriculum (training on this will be provided if required). Your role will include supporting our HLTA in using the planning to set up and deliver the learning activities to from our highly personalised curriculum to support the development of our children with the highest needs.
Responsible to:	Headteacher and Local Governing Body of Stoke By Nayland CofE Primary School
Character of the School:	Stoke By Nayland is a small primary school who is part of the St Edmundsbury & Ipswich Multi Academy Trust. The proportion of pupils with special educational needs and disabilities is above average. As a TA in a Church of England School you are required to have regard to the Christian character of the School and its Foundation.
Responsible for:	Supporting the HLTA in the SEND Class in the teaching and learning in the EYFS and Key Stage 1 SEND provision.
Scope:	Teaching Assistant
Salary/Grade:	Grade 2 (pro-rata, 19.5 hours per week, 38 weeks per year)
<p>MAIN (CORE) DUTIES</p> <p><u>Support the SENDCo Teacher</u></p> <ul style="list-style-type: none"> • To maintain the positive ethos and core values of the school, both inside and outside the classroom that is conducive to pupils learning. • Organise an appropriate learning environment • Monitor and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Provide objective and accurate feedback and reports to teachers • Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment • To maintain good order and discipline among pupils, safeguarding their health and safety. • To organise and manage pupils, ensuring their learning needs are met, reflecting their ability. • Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc • Work in collaboration with other learning support assistants in the classroom. <p><u>Support for Pupils</u></p> <ul style="list-style-type: none"> • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs 	

- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds
- Supporting pupils through co-regulation to become independent in their own regulation.

Other Responsibilities

- Promote the welfare of children and the support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise that health and safety is the responsibility of every employee and to be able to dynamically risk assess specific situations. To take reasonable care of self and others and to comply with the school Health and Safety Policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO, to support achievement and progress of pupils
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To comply with GDPR and acceptable use policies. To understand the filtering and monitoring systems in place in school.

You will be:

- Someone who puts building relationships and joy first
- Someone who can model and embody our school values of Love, Courage, Compassion and Truth
- Someone who wants to work as part of a team
- Someone who is willing to develop their expertise and who will always put the needs of the children at the very centre of every action.
- Responsive to the child's needs – putting the child at the very centre of what you do
- See the value of learning through play
- Be able to work as part of a team
- Have passion to support children moving forward from their own starting points.

In exchange we can offer:

- An exciting new role in our new SEND class
- A fully supportive Senior Leadership team who want the best for all of our children
- Opportunities to further your continual Professional Development
- Be part of a team that put the children at the centre of every decision we make

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.