



Crawford's CofE Primary School

Telephone: 01449 673253

admin@crawfordsprimary.suffolk.sch.uk

www.crawfordsprimaryschool.com

Headteacher: Mrs Joanna Ling

SENDTA Job Description

Post: Special Educational Needs and Disabilities Teaching Assistant

Responsible To: Headteacher

Pay Range: Scale Point 2:2

Purpose of Post

- To support the SENDCo and class teachers with raising the quality of provision for SEND children, including physical, emotional, social and intellectual education and care for children in the setting;
- To promote excellent practice at all times;
- To help secure a good or better education for SEND pupils and the continuous improvement of teaching and learning in school.

Key Areas. You will have:

- Knowledge and understanding of some Special Educational Needs and Disabilities experienced by children in school e.g. social, emotional & mental health difficulties (SEMH), Autism, ADHD;
- Experience of working with children, preferably within a school setting or equivalent
- A calm, confident and firm approach;
- An ability to form good relationships with children and their families
- A positive attitude to teamwork and collaboration and a flexible approach;

Duties and Responsibilities:

- To support the SENDCo and class teachers with raising the quality of provision for SEND children, including physical, emotional, social and intellectual education and care for children in the setting;
- To support class teachers in implementing interventions for individual children and small groups of children with additional needs
- To safeguard and promote the well being of children.

Effective practice

- To follow the teacher's and/or SENDco instructions in order to fulfil children's individual education plans
- To select, prepare and use a range of resources suitable for children's ages, interests and abilities;
- To support the planning of experiences which enable children to develop and learn;



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- To support the process of effective assessment, recording and reporting on progress with SEND children's development and learning;
- An interest in professional self-development will be encouraged. The school is seen as a valuable training ground for future career development.

Relationships with children

- To actively support the development of children's independence and communication skills;
- To promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting;
- To encourage a culture of listening to children, paying attention to what they say and valuing and respecting their views.

Teamwork and collaboration

- To work and co-operate as part of a team, to agreed objectives;
- To establish and sustain a culture of collaborative and cooperative working between colleagues;
- To positively influence and shape the policies and practices of the setting and share in collective responsibility for their implementation;
- To work collaboratively to assess pupil progress, record and report levels and set relevant targets;

Safeguarding, equal opportunities and diversity

- a. The school is committed to safeguarding and promoting the welfare of children and young persons at all times. The Teacher will be responsible for promoting and safeguarding the welfare of all children at school, or with whom he/she comes into contact, in accordance with the Safeguarding and Child Protection policies.
- b. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- c. The postholder is required to have read and understood Keeping Children Safe in Education Part 1
- d. The postholder will promote equal opportunities within their role and support the school to celebrate diversity

There may be, from time to time, additional duties as required by the Headteacher (by negotiation with the Head and Governors, if necessary at any time in the future). All school policies for the staff are available on the school intranet and it is your responsibility to familiarise yourself with these policies.



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