

DOWNSSELL PRIMARY SCHOOL
SEND Teaching Assistant
Level 2



Downsell Primary School
Learning Today, Leading Tomorrow

Grade: Sc4

Point Range: 7-11

Contract: Monday – Friday term time only

Responsible for: Children

Job Purpose

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils.

Key External Contacts

- Parents, carers

Key Internal Contacts

- Head Teacher, Teaching staff, pupils, support staff

Major Tasks, Duties and Responsibilities

1 *Support for Pupils*

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

2 *Support for Teachers*

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

3 *Support for the Curriculum*

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

4 *Support for the School*

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

SEND Teaching Assistant Level 2 Person Specification

1. Experience

- 1.1 Working with or caring for children of relevant age

2. Qualifications

- 2.1 Good numeracy/literacy skills
- 2.2 Completion of DfES Teacher Assistant Induction Programme
- 2.2 NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- 2.3 Training in the relevant learning strategies e.g. literacy
- 2.4 First aid training/training as appropriate

3. Knowledge, Skills and abilities

- 3.1 Knowledge and ability to use ICT effectively to support learning
- 3.2 Reasonable word processing skills
- 3.3 Use of other equipment technology – video, photocopier
- 3.4 Understanding of relevant policies/codes of practice and awareness of relevant legislation
- 3.5 General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- 3.6 Basic understanding of child development and learning
- 3.7 Ability to self-evaluate learning needs and actively seek learning opportunities
- 3.8 Ability to relate well to children and adults
- 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these