

Role Title	Typically reports to
Teaching Assistant Level 3	SENDCo and Teaching Assistant Level 4
<b>Date of profile</b>	
November 2019	
<b>Main purpose of the role (job statement)</b>	
<p>To be part of a professional team to plan and organise teaching and learning activities for SEND students. To work with teachers to support learning and teaching, providing specialist support for students with special educational needs or disabilities.</p>	
<b>Responsibilities</b>	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Plan and create learning activities and intervention programmes for individuals and groups of students under the professional direction and supervision of the SENDCo, differentiating and adapting learning programmes to suit the needs of allocated students;</li> <li>2. To withdraw students and deliver intervention programmes with individuals and groups of students as requested by the SENDCo and take responsibility for their learning as specified in the planning;</li> <li>3. Assess, record and report on development, progress and attainment as agreed with the teacher;</li> <li>4. Monitor and record student responses and learning achievements, highlighting issues to the attention of the teacher and/or SENDCo;</li> <li>5. To maintain a caseload of SEND students and act as the first point of contact for SEND related issues;</li> <li>6. To plan, organise and implement appropriate one-page profiles/pupil passports for students with SEND;</li> <li>7. To provide regular communication with parents and carers of students with special educational needs.</li> <li>8. To attend meetings with parents and carers to discuss student progress in school;</li> <li>9. Contribute to planning learning activities with the teacher;</li> <li>10. Select and adapt appropriate resources / methods to facilitate agreed learning activities;</li> <li>11. Responsible for the careful and safe use of equipment, such as play and standard ICT equipment;</li> <li>12. Assist with supporting students to manage their social, health and emotional well-being, reporting problems to the teacher/SENDCo as appropriate;</li> <li>13. Teaching Assistants in this role are expected to undertake some of the following:             <ol style="list-style-type: none"> <li>a. Provide specialist support to students who require support in the following areas: cognition and learning; social, emotional and mental health; communication and interaction; sensory or physical difficulties;</li> <li>b. Provide specialist support to students where English is not their first language;</li> <li>c. Provide specialist support to more able students;</li> <li>d. Provide specialist support to all students in a particular curriculum area.</li> </ol> </li> <li>14. To undertake the induction and assessment of new students;</li> <li>15. To liaise with staff and other relevant professionals/agencies on a regular basis to provide specialist support/advice to meet the needs of students.</li> <li>16. To attend staff meetings where appropriate;</li> <li>17. To attend and contribute to weekly Student Welfare Panel meetings;</li> <li>18. Maintain confidentiality and adhere to safeguarding procedures;</li> <li>19. Demonstrate and adhere to the Academy's health and safety policies and procedures.</li> </ol> <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> <li>1. Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists, educational psychologists;</li> <li>2. Provide short term cover supervision of classes;</li> <li>3. Assist with lunch-time supervision including facilitating games and activities;</li> </ol>	

4. Be responsible for the preparation of materials and resources;
5. Invigilate exams and tests;
6. Escort and supervise students on educational and out of school activities;
7. Guide and support students in their personal, emotional and social development;
8. To prepare and present displays and maintained to a high standard;
9. Supervise individuals and groups of students throughout the day, including supervision in the classroom, playground and dining areas;
10. Assist students with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for students (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with students not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff.
14. Attend any relevant training that will address ongoing professional development and enhance your performance in your own role.

#### **Knowledge, skills and experience**

- Previous Teaching Assistant experience, including planning and delivering intervention sessions for SEND students;
- Working at or towards national occupational standards in supporting teaching and learning with knowledge and skills equivalent to national qualifications level 3;
- Demonstrate specialist skills relevant to the role;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.