



Job Description

SEND Teaching Assistant

Name of School:	Lindridge St Lawrence CE VA Primary School
Job Title:	SEND Teaching Assistant
Grade:	TA2 points 5-6 plus SNA
FTE:	31.25 hours a week [8.30am - 3.15pm Monday to Friday with a 30 minute unpaid lunch break]
Status:	Temporary contract to support named children.
Responsible to:	Head teacher

This job description outlines the main duties and level of responsibility of the post. Job descriptions will be reviewed annually, in consultation with the Headteacher.

Main Purpose of the Post

- To support the ethos of the school and work collaboratively with the classroom teacher in their responsibility for the development and education of children, including those who have special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- To complement the professional work of colleagues under the guidance of teaching/senior staff to implement agreed programmes with individuals or groups. This may involve covering the Class Teacher for occasional and short periods.

Responsibilities and tasks

1. To work in class and outdoors, and to work unsupervised in delivering programmes of work to support individuals and small groups of learners.
2. **Planning** To contribute to the planning of work programmes for individuals and groups of children, providing ideas, materials and learning strategies for lessons.
3. **Pastoral duties:** To provide assistance with the provision of general care and welfare of learners including assistance with:
 - supporting learners to be independent.
 - maintaining a safe environment at all times.
 - the monitoring of pupils' general health & welfare.
 - reinforcing self-esteem through praise and encouragement.
 - adhering to and maintaining school routine and codes of conduct.
 - children's injuries and, where qualified, administering basic first aid.
 - personal hygiene routines, e.g. toilet training, changing of incontinent pupils, dressing and undressing.
 - the changing of soiled clothing including its disposal in an appropriate way.
 - the administering of medicines under the direction of the appropriate medical staff (following consultation and agreement).

4. **Behaviour:** Provide pastoral support to pupils monitoring their behaviour to identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour and to recognise and reward progress.
5. **Recording and Assessment:** To monitor the progress and needs of learners, support the collection of assessment data, evidence records and file maintenance for designated learners within a class group.
6. **Reporting:** Contribute to annual review and end of year reports.
7. **Teaching and Learning:** Prepare and organise teaching resources under the direction of the class teacher, supporting the learner in carrying out this work. Maintain classroom equipment and materials, including stock control within the classroom.
 - foster the intellectual and social development of children.
 - promote pupil independence and their involvement in their own learning.
 - support lunchtime clubs/activities.
 - support the manufacture of resources and administration of course work
 - where required, support learners in the swimming pool.
8. **Parent and external agencies:** To assist the classroom teacher in liaising with parents, and other professionals e.g. therapists and school nurse.
9. **CPD:** To maintain personal and professional development to meet the changing demands of the job using the TA professional standards and the performance management process.
10. **Policies and Procedures:** To maintain an awareness of school policies and procedures.

Teacher absence - short term

- i) In order to ensure continuity of provision delivered by familiar and competent adults, lead teaching assistants may be invited to cover for short-term teacher absences under the following circumstances:
 - For a planned teacher absence
 - For PPA cover
 - For an unplanned short-term teacher absence
 - When the teaching routines and schemes of work are already planned and prepared for teaching assistants to deliver
- ii) The class teacher, head teacher or SENDco will provide a point of contact and support.
- iii) In exceptional circumstances the head teacher may invite a Grade 2 Teaching Assistant (TA) to provide short-term cover. The TA may decline the offer without prejudice.
- iv) An additional supply teaching assistant may be engaged to ensure that existing pupil/staff ratios in the class are maintained.

Please note;

- The post holder may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. All parties share a responsibility for ongoing dialogue, to ensure that the duties outlined within this job description remain

fair and reasonable and continue to be appropriate to meeting the needs of children and young people in the school.

- The Governing Body reserves the right to alter the contents of the job description after consultation to reflect the changes in the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Local Authorities Equal Opportunities and Race Equalities Policy.
- Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.