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| **Job Title** | SEND / Classroom Teaching Assistant |
| **Location** | Waterside Academy – Welwyn Garden City |
| **Grade** | H3 |
| **Hours** | 5 days per week, 8.50am – 3.20pm, term time only (31 hours/week).  Flexible working and negotiated hours may be considered for an outstanding candidate  Permanent part-time contract |

1. **JOB OUTLINE**
   1. **PURPOSE OF THE ROLE**

To provide high-level one to one assistance for a small number of pupils with specific needs. To support pupils and teachers in the management of pupils’ teaching/ learning and progress.

* 1. **DUTIES**
* Assist with the planning and delivery of teaching/learning activities
* Attend to pupils’ personal needs, including social, health, hygiene, first aid and welfare matters
* Prepare classrooms and clear-up afterwards, assisting with the display of pupils’ work
* Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
* Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
* Administer routine academic tests
* Liaise with parents and carers, under the direction of a teacher
* Provide dedicated SEND support to pupils
* Assist with the development and implementation of individual education plans and personal care programmes
* From time-to-time, occasionally supervise whole classes during the short-term absence of a teacher.
* Within an agreed system on supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives
* Support pupils on their break and lunchtimes
  1. **EQUALITIES**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

* 1. **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; security; confidentiality; and data protection and report all concerns to an appropriate person.

* 1. **DISCLOSURES AND BARRING SERVICE (DBS)**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosures and Barring Service (DBS) as part of Agora Learning Partnership’s pre-employment checks. Please note that additional information referring to the Disclosures and Barring Service (DBS) is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

* 1. **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices.

1. **SUPERVISION**

The Lead TA and Deputy Headteacher manage the jobholder. The school’s performance management policies and practice determine the frequency of meetings. No supervision of staff.

1. **JOB CONTEXT**

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils. However, you will be contracted to support one child with specific needs who has an EHCP in place.

The job holder is managed by the Lead TA and Deputy Headteacher but may work with several teachers. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

1. **CONTACTS**

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

1. **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working with children of the relevant age
* Experience of working with children with SEND
* Able to show a good awareness of the needs of pupils from a range of different groups, including those with significant needs (E.g. ASD / ADHD)
* Able to support teaching and learning across curriculum subjects (inc. foundation subjects – e.g. History / PSHE / Art etc.)
* Able to support pupils to manage their behaviour, self-regulate and engage in quality first teaching and learning as well as in intervention groups
* Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths
* Understanding the curricular requirements of the school, including statutory requirements
* Ability to make effective use of technology to support teaching and learning
* Ability to work with a minimum of supervision and within a team
* Ability to manage pupils in a classroom setting

1. **PHYSICAL EFFORT**

The role may require lifting children after a fall or accident.

1. **WORKING ENVIRONMENT**

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***