

## **Job Description / Person Specification**

### **Teaching Assistant**

### **SEND Allowance**

This post is Term Time Only.

Responsible to: Headteacher & SENDCO

### **Purpose of the Job:**

To work under the guidance of the Headteacher, SLT and teaching staff to deliver inspirational learning experiences which enable children to reach their full potential.

### **Specific Duties:**

- To implement agreed work programmes with individual pupils/groups and support teaching staff in the development and education of pupils including the provision of detailed and specialist skills/knowledge in particular areas.
- To assist staff in the whole planning and assessment cycle.
- To implement all policies and practices in line with the ethos of the school.
- Through reflective practice, support a creative inclusive curriculum which values learning both indoors and outdoors and smaller group working practices
- To support excellent progress for children across all areas of development through effective participation in observation, assessment and planning.
- To work with SENDCO to deliver support as and when required
- To work alongside external agencies to identify and resource specific interventions
- To help create a stimulating environment which supports learning.
- To support parents in becoming competent and confident co-educators who are actively involved in their child's development.

## **Person Specification**

### **Experience:**

#### Essential:

- Experience of working as a teaching assistant in a school setting
- Evidence of experience of working with children with Special Educational Needs, particularly children with autism

#### Desirable:

- Experience of planning and delivering 1:1 provision
- Experience in all Key Stages

### **Qualifications/Training:**

#### Essential:

- NVQ Level 3 or equivalent

#### Desirable:

- Recent SEND CPD, including ASD and PECs
- Trained to deliver Read, Write Inc to groups of children
- Paediatric First Aid

### **Practical skills:**

#### Essential:

- An understanding of EYFS and National Curriculum.
- The ability to plan and deliver stimulating teaching experiences in line with the revised Early Years Foundation Stage framework and National Curriculum, including leading guided group tasks.
- Strong English and maths skills.
- Ability to use ICT effectively in the classroom.
- Experience in undertaking observations for assessment of children.
- An understanding of documentation relevant to curriculum planning and review.
- An understanding of inclusion, making the curriculum accessible to all learners including SEND, MAT and EAL.
- The ability to work in a team in order to achieve successful outcomes for learners.

### **Personal qualities and attributes:**

#### Essential:

- Friendly, approachable and professional manner.
- The ability to adapt to changing circumstances and needs.
- A positive attitude
- Ability to build a good rapport with children, parents, staff and other professionals.
- A readiness to maintain high expectations and standards for self and others.
- A commitment to continuing professional development

#### Desirable:

- A commitment to wider school life