Eppleton Academy Primary School.... Learning for Life!

Job Description

Post Title:	SEND Teaching Assistant
School:	Eppleton Academy Primary
Pay Range:	Grade C SCP 3-4 £25,949 - £26,016 pro-rata
Hours:	32.5 hours per week. Daily working hours will fall between 8:00am and 3:30pm, in line with school needs, term time only
Contract Type:	Fixed Term – A.S.A.P to 16th July 2027

Main Duties

- To provide a high standard of physical, emotional, social and intellectual care for children
- Support the classroom teacher to assist learning with groups & individuals, including those with special needs, ensuring their safety and access to learning activities.
- To facilitate the active participation of children in the academic and social activities of the school
- Contribute to raising standards of achievement for children
- Contribute to the assessment of the pupils' progress, to evaluate their development and keep records as directed by the teacher
- Liaise with and support parents and other family members
- Uphold the school's philosophy and all safeguarding requirements, including ensuring that children are supervised at all times
- Assisting in the provision of a high-quality environment to meet the needs of children at each stage of development
- To undertake work/care/support programme to enable access to learning for children

Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of children
- Support as required with small group activities, which may/may not include the named children, as appropriate
- Assisting teaching staff in the monitoring, recording and evaluation of the pupil's progress, including providing feedback on observations undertaken
- Assisting children in the completion of tasks and activities
- Assisting in the assessment of the named pupil's progress and stages of learning and development

- Liaising with the SENCO and teaching staff, to identify the needs of children
- Setting up and using equipment as required to maintain the pupil's needs and support their participation in learning tasks and activities
- Raising the awareness of staff to pressures on children which may result in emotional outbursts
- Contributing to compiling and maintaining pupil records to inform future planning
- Assisting in the development, implementation and review of the Education Healthcare Plan / Support Plans & Personal Care Programmes.
- Carrying out appropriate schemes of work and programmes set by the teaching staff and to assist in the preparation of learning materials for this purpose
- Managing the planning and programming of specific educational activities for children
- Assisting in the preparation of work and other activities for children in accordance with objectives set by teaching staff.

Support for Pupils

- Using specialist knowledge to support children
- Support children during small group activities to encourage them to interact with others and engage in activities and to ensure the child and other children in the group make appropriate progress during the task
- Assisting in the provision of activities for the fullest development of the children, which may involve work outside the school and in the local community
- Under the direction of teaching staff or senior colleagues, working independently with children
- Undertaking duties in connection with personal hygiene and welfare of the children as directed by the teaching staff
- Applying considerable knowledge and understanding of the curriculum, age range, or SEND as determined by the SEND Code of Practice or the particular needs of individuals
- Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, and emotional needs of children
- Set challenging and demanding expectations and promote self-esteem and independence.

Support for the School

- Participating in meetings to review pupil's progress and reporting to the meeting as required, on involvement with the named children
- Liaising with educational and health specialists, and outside agencies as required
- Assisting the school in promoting, developing and enhancing its strategies and objectives Professional Values and Practices
- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement

- Treating children consistently with respect and consideration, and being concerned with their development as learners
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
- Promote the inclusion and acceptance of all children
- Assist with the supervision of children out of lesson times, including before & after school, break and lunchtimes.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflecting upon and seeking to improve personal practice
- Working within the school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- Recognising equal opportunities issues as they arise and responding effectively, following the school's policies and procedures
- Building and maintaining successful relationships with pupils, parents/carers and staff
- Assist in planning the curriculum
- To inform the Designated person (Child Protection) of any concerns
- To participate in relevant training and CPD, as directed by senior leaders

Other

- To safeguard and actively promote the welfare of children
- To carry out duties in accordance with full regard to the school's policies and procedures
- Participating in schemes of assessment, professional development and review
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies
- Being an effective role model for the standards of behaviour expected of pupils
- The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act
- The post holder must comply with the School's Health and Safety policies and procedures
- To undertake such other reasonable duties as may be reasonably required within the school