



Job Description & Person Specification

Job Title:	Level 1 Teaching Assistant SEND
Location:	Godmanchester Community Academy
Reports to:	Class Teacher, Headteacher

Purpose

To assist in promoting the learning and personal development of the pupils/students to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

Main Responsibilities

Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning.
- Provide targeted support to enhance learning and improve attainment.

Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.



- Monitor and track progress and provide feedback to assist in developing individual plans for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education.

Health & Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Teaching Assistant)

Signed..... (Headteacher)

Date.....



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Criteria	Desirability
QUALIFICATIONS	
A specific qualification relating to the role	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	Essential
EXPERIENCE	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting the curriculum requirements across Early Years, Key Stage 1 and/or 2	Desirable
Experience in supporting and promoting positive behaviour in pupils	Desirable
PROFESSIONAL COMPETENCE	
Excellent organisational skills	Essential
Effective communication skills	Essential
Ability to contribute to a challenging, resourceful, creative and stimulating learning environment	Desirable
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils, colleagues and line managers to support learning	Desirable
Basic ICT skills (word processing, internet use and emails)	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Knowledge and experience in working with children with specific SEND	Desirable