SOUTH HILL PRIMARY SCHOOL
Job Title: SEND Teaching Assistant

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Reports to: SEN Room Leader, SENCo and Headteacher

Salary Range: H2

Purpose of the job

- To support the SEN Room Leader and SENCo in the running of the Rainbow SEN Classroom and the delivery of the curriculum, having regard for pupil confidentiality.
- To support the children in the Rainbow Room, with a particular emphasis on delivering specialist interventions within one of the following areas of need:
    - Communication and interaction
    - Self regulation and sensory support
    - Cognition and learning
- To support inclusion of all individuals in the Rainbow Room with behavioural issues, welfare concerns and support them in accessing the curriculum.

Main duties

- To ensure the safety and well-being of the SEND children in your care.
- To act as a welfare assistant to the SEND children, including providing intimate care.
- To support the ethos of the school and the Rainbow Room.
- To follow the guidance of the SEN Room Leader and SENCo when supporting the pupils in the Rainbow Room, seeking additional clarification when necessary.
- To follow the guidance of the SEN Room Leader and SENCo with classroom management issues, eg setting up activities, clearing away materials, displaying children's work and resources.
- To organise and support the SEND child in areas of the school including outside the Rainbow Room.
- To assist the SEN Room Leader and SENCo with monitoring and recording the SEND child's progress using existing classroom methods.
- To participate in planning and evaluation of learning activities with the Room Leader, providing feedback to the Room Leader and SENCo on pupil progress and behaviour.
- To support the Room Leader in monitoring, assessing and recording pupil progress/activities.
- To work with pupils on therapy or care programmes, designed and supervised by a therapist/care worker or identified within a child's EHCP.
- To take part in school-based performance management and to attend appropriate in-service training.
- To undertake training to support the knowledge and understanding for the role.

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.

Job context

- The post holder works within a small team of SEND Teaching Assistants who support the learning of pupils in the Rainbow Room. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Works under the overall direction of the SEN Room Leader and SENCo. Delivers learning to individuals and small groups.

- Provides assistance to pupils on social, welfare and health matters (toileting/dressing) and provides support to the SEN Room Leader on behaviour management of pupils.

Knowledge, skills and abilities

- Has knowledge and experience of working with children with SEND, including autism, ADHD, speech and language difficulties, and social, emotional and behavioural challenges.
- Knowledge of procedures for supporting and leading specialist learning activities.
- Knowledge at NVQ level 2 (GCSEs) or equivalent which will support teaching and learning, with additional knowledge in a specialist area. May be working towards NVQ level 3 and/or national occupational standards.
- Has skills for communicating with pupils, including those with additional learning needs, to support learning and development and encourage acceptable behaviour.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Exchanges information with staff, parents/carers and other agencies.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Basic knowledge of first aid.
- **Empathy:** Understanding and being sensitive to the needs of SEND students is fundamental.
- **Adaptability:** The ability to adapt to changing situations and student needs is essential.
- **Communication:** Clear communication skills are necessary for both liaising with staff and working with students.
- **Organisation:** Managing multiple tasks, including lesson planning and progress tracking, requires strong organisational skills.
- **Resilience:** The role can be emotionally challenging, so resilience is key to maintaining a positive mindset.

Supervision

- Works under the direction of the SEN Room Leader and SENCo.
- Makes decisions about own work supporting pupils; more complex decisions referred to SEN Room Leader or SENCo.
- May demonstrate own duties to new or less experienced staff.

Safeguarding

South Hill Primary School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the annual performance management process.