

The Blue Coat School



Teaching Assistant (1:1 SEND Support)

Salary Range:	Grade 3 (points 5-9)
Accountable to:	Special Educational Needs Co-ordinator
Responsible for:	-

Job Purpose:

Note: This post is linked to specific funding for a named student and so its continuation is subject to funding and that student remaining at the school.

To work under the direction of the school's Special Educational Needs Co-ordinator and teaching staff to supervise and provide specific support to individual or small groups of students, including those with special educational needs.

- To support the educational, personal and social development of students with special educational needs.
- To support the aims and ethos of the school.
- To support positive working relations with students and parents/carers to assist student progress and attainment.

Principal Duties and Responsibilities

Key responsibilities include:

- Support student(s) to access the curriculum in line with appropriate lesson plans and direction from the class teacher.
- Implement planned learning activities and programmes as agreed with the class teacher.
- Provide basic information to the class teacher for monitoring, assessing, and recording student progress and activities.
- Provide feedback to students in relation to attainment and progress under the guidance of the SENDCO and class teacher.
- Where appropriate, support learning by arranging / providing resources for lessons and activities under the direction of the class teachers.
- Liaise with staff and outside agencies as appropriate.
- Understand and support students with additional needs.
- Provide administration support to the class teacher and SENDCO.
- Assist with the display of student's work.
- Attend meetings as required.
- Support students inside and outside the classroom to enable them to participate in activities.
- Assist in supporting an environment where effective learning can take place.
- Be aware of confidential nature of issues relating to students.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn, develop and feel valued.
- Contribute to the school ethos, aims and area improvement plan.
- Attend and participate in meetings to share best practice and support others.
- Undertake personal development through training and other opportunities, including performance management.
- Undertake all associated paperwork and administration for the role.

Note

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Person Specification:**Experience and knowledge**

The postholder will be expected to undertake the Blue Coat School core induction programme for working with children. This will include, but not limited to, safeguarding, inclusion, health and safety.

Appropriate knowledge of First Aid where appropriate.

Basic awareness of safeguarding and inclusion, especially within a school setting.

Qualification and training

Satisfactory level of English and Maths.

Communication and influence

Ensures communication delivers the right sense of urgency and importance. Speaks and writes in an effective way. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Professional values and practice

Contribute to the school's ethos and support its vision and values.

Demonstrates high standards.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve own performance through observations, evaluation and discussion.

Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.

Disclosure

Trustees are committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other

- This appointment is with the Trustees of the school under the terms of a contract signed with the Board of Trustees as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.