



SEND Teaching Assistant JOB DESCRIPTION & PERSON SPECIFICATION

| | |
|---|---|
| Responsible to | Deputy Head (Tracking and Transition) & SENDCo |
| Important external relationships | Parents, visitors to school and external agencies working with pupils |
| Job Overview | To provide individual and small group support to pupils who require catch up activities, intervention programmes and SEN specific support. |
| Duties and Responsibilities | <p>Teaching & Learning – Supporting Teachers To:</p> <ul style="list-style-type: none"> ● support teaching and learning of identified pupils where applicable in the classroom. ● provide skilled support to children with communication, social, behavioural and sensory needs using appropriate resources and drawing upon focussed training. ● organise and deliver on key interventions that support identified SEND pupils towards achieving their goals. ● assist in the development of pupil learning plans and provision maps. ● support the use of IT in the classroom and the specific IT needs of pupils. ● maintain individual pupil and group intervention records. ● assist the teachers to identify clear objectives and learning outcomes, with appropriate challenges, high expectations and taking into account the children’s interests and needs. ● support pupils with personal care needs of identified pupils, following the school’s personal care guidance. ● determine the need for, to prepare, and to clear up resources and activities both indoors and outdoors. ● assist the teachers to organise and manage groups of children or individual children ensuring differentiation of learning needs, reflecting their abilities, and ensuring all learners have equal opportunities to learn and develop. ● collaborate with the teachers, to observe, assess and track children’s attainment and contribute to reporting procedures. ● listen to the children read and to promote their interest, enthusiasm and understanding of books. ● assist in the teaching of reading in accordance with the aims and methods of the department or Section. ● promote independent learning and celebrate achievement through child friendly, interactive displays and presentation of children’s work. ● ensure that School policies and procedures are reflected in daily practice. <p>Teaching and Learning – Supporting Pupils To</p> <ul style="list-style-type: none"> ● help create and manage a caring, supportive, purposeful and stimulating environment that is conducive to children’s learning. ● promote children’s self-esteem and to help them develop confidence in themselves and positive attitudes to learning. ● follow guidelines for individual support from SENDCo and Deputy Head (Tracking and Transition) and to contribute to those guidelines and education plans. ● ensure that individual or small group support, care needs and medical interventions are followed and that the relevant training is undertaken. |

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

| | |
|--|--|
| | <ul style="list-style-type: none"> ● ensure pupils are moved according to their written manual handling care plans, raising any concerns with the Deputy Head (Tracking and Transition). ● promote high standards of behaviour among the pupils, safeguarding their health and safety, encouraging them to interact and work cooperatively together and to take responsibility for their own behaviour. ● promote the inclusion, be aware of diversity and ensure the acceptance of all children within the classroom. ● share responsibility for promoting children’s personal, social and emotional development with communication and physical skills in all activities. ● To assist with self-help skills and encourage independence whenever possible. <p>Training and Development</p> <ul style="list-style-type: none"> ● Regularly review own practice, and in collaboration with the SENDCo to set personal targets and take responsibility for own continuous professional development. ● Attend relevant courses and learning activities in order to update knowledge as required. <p>General Requirements</p> <ul style="list-style-type: none"> ● Respect confidentiality at all times ● To be aware of, comply with and promote: <ul style="list-style-type: none"> - Whole School policies (including safeguarding) - Whole School procedures and risk assessments - Staffing policies and procedures ● Provide administrative support in accordance with the needs of SEND children and to report into Deputy Head Tracking and Transition and/ or Head of Section. ● Carry out regular supervisory duties as required, including during breaks and lunchtimes, and before and after School care. ● Supervise children on visits, trips and out-of-School activities as required. ● To attend parents’ evenings and other meetings with parents if asked by the line manager to do so. ● To participate actively in staff meetings (inside and outside of normal School hours), INSET days and TWILIGHT training sessions. ● To be flexible in approach to the School day and week, undertaking different tasks as required. ● Maintain high professional standards of attendance, punctuality, appearance and conduct. ● Actively promote positive, courteous relations with children, parents and colleagues. ● Maintain good order and discipline among pupils and to support and contribute to the School’s responsibility for safeguarding their children. ● Promote the good name and reputation of the School. |
|--|--|

| | |
|--|--|
| <p>Keys Skills & Knowledge:</p> | <ul style="list-style-type: none"> ● Knowledge of the KS2 and KS3 curriculum ● Level 3 Teaching Assistant qualification. ● Strong knowledge of supporting the teaching of phonics. ● Knowledge and understanding of safeguarding procedures. ● IT literate and understanding of the role of ICT in class. <p>Desirable:</p> <ul style="list-style-type: none"> ● SEND specific qualifications ● Degree |
|--|--|

| | |
|--|---|
| <p>Personal Competencies & Qualities:</p> | <p>To</p> <ul style="list-style-type: none"> ● be an enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from children, colleagues and parents. ● possess a proven ability to inspire pupils. ● be able to plan, prioritise and manage a varied workload. |
|--|---|

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

| | |
|--------------------------------------|--|
| | <ul style="list-style-type: none"> ● be team focused, sharing knowledge and information with other members of staff to promote good practice. ● focus on what needs to be delivered, to understand what is needed and to respond promptly. ● be committed to the highest standards of educational and pastoral care for all pupils. |
| <p>Terms & Conditions</p> | <p>Hours of Work</p> <ul style="list-style-type: none"> ● Core School hours, when Teaching Assistants are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties. ● All INSET days and major School and departmental events, such as Open Day, Sports Day and parents' evenings as applicable. ● Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head Master from time to time. ● SENDTAs may be called to perform other duties that the Head Master considers reasonable, that are commensurate with the grading and designation of the post. |
| <p>Safeguarding Children</p> | <p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the DBS.</p> |

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.