



Heathfield Schools' Partnership, Cobbett Road, Twickenham, TW2 6EN

SEND TEACHING ASSISTANT

JOB DESCRIPTION:

1. Set high expectations which inspire, motivate and challenge pupils by:

- maintaining high expectations in all aspects of work
- challenging and supporting pupils of all backgrounds and needs
- supporting the class teacher to create a safe, stimulating and well-organised learning environment
- demonstrating care and respect.

2. Promote good progress and outcomes for pupils by:

- contributing to the attainment, progress and outcomes of all pupils including those with SEND
- knowing pupils' capabilities and prior knowledge and planning individual or small group teaching that builds on these
- demonstrating an awareness of the next steps in individual pupils' learning
- To cover and lead class teaching as and when appropriate.

3. Demonstrate good curriculum knowledge and understanding of SEND by:

- having an understanding of the core areas of the primary curriculum, particularly English (including phonics) and maths
- demonstrating an understanding of how children make progress in reading
- demonstrating an understanding of a range of SEND and being willing to expand this to meet the needs of all children supported.

4. Where required, plan and deliver well-structured support sessions, within the classroom and outside of the classroom which:

- consistently meet the school's high expectations
- demonstrate a clear understanding of the needs of pupils with special educational needs and disabilities
- are well-resourced, appropriate to sessions delivered/supported.

5. Make accurate and productive use of assessment by:

- making accurate notes about a child's progress within a session
- liaising closely with the Class Teacher and Inclusion Manager about the steps of progress a child has made
- preparing and keeping updated case studies on individual children, if required
- using the SEND Support Plan to guide and inform, and keeping this up to date
- contributing to Annual Reviews, providing written evidence of progress, where required.

6. Manage behaviour effectively to ensure a good and safe learning environment by:

- taking account of the individual needs of the children and how these impact on their behaviour
- being willing to adapt the behaviour policy to meet individual needs
- promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.

7. Fulfil wider professional responsibilities by:

- making a consistently positive contribution to the wider life and ethos of the school
- taking responsibility for improving own performance through appropriate professional development, responding to advice and feedback from colleagues
- communicating effectively with other staff and with parents, when required with regard to pupils' achievements and well-being
- communicating effectively with external agencies (including EPS and SaLT) and changing practice according to advice offered.

8. Exhibiting leadership behaviours by:

- consistently demonstrating a positive and optimistic approach.
- completing tasks set within the given time frame.
- modelling a problem solving approach to quickly resolve difficulties.
- maintaining good relationships with all members of the school community, based on mutual respect.