



SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: Holy Family Catholic Primary School

Post: SEND Group Support / 1:1 Teaching Assistant

Grade: TA2: 27.5 hours per week. Monday-Friday 8.45am-3.30pm

Responsible to: Headteacher / SEND Co-Ordinator

JOB PURPOSE

To ensure the safeguarding of all pupils and to assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them. To provide personal care including dressing and toileting needs when required to ensure the wellbeing of the pupils. To provide health care to ensure good management of health issues to support the pupils in being safe and well.

MAIN DUTIES

1. To aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - Ensuring that any health needs are well managed in school.
 - Clarifying and explaining instructions
 - Ensuring the pupils are able to use equipment and materials provided
 - Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupils
2. To establish supportive relationships with the pupils concerned.
3. To promote the acceptance and inclusion of the pupils with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
4. Monitor the pupil's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
6. To support the pupils in developing social skills both in and out of the classroom.

7. To support the use of ICT in learning activities and with specific programmes to support learning.
8. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
9. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
10. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
11. Where appropriate, to know and apply positive handling techniques.
12. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
13. To develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
14. To be aware of confidential issues linked to home/pupil/teacher/school.
15. To contribute towards reviews of the pupil's progress as appropriate.
16. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
17. To take part in training activities offered by the school to further knowledge and skills of working with children with specific learning difficulties.
18. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
19. To accompany teacher and pupils on educational visits.
20. To provide individual support, as required, during examination sessions
21. To carry out the above duties in accordance with the Education Department's Equal Opportunities 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 reasonable 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.

PERSON SPECIFICATION

School: Holy Family Catholic Primary School

	Essential (E) or Desirable (D)
<u>Qualifications and Training</u> • Level 2 Teaching Assistant • Experience of working with children within the school setting. • Excellent spoken and written English. • Paediatric First Aid Training	E D E D
<u>Skills and Attributes</u> • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Ability to work under the direction of the class teacher but also to work independently and use initiative appropriately. • Ability to work effectively with a range of adults within the school environment • Personal care skills including openness to supporting dressing and toileting needs. • Ability to follow school policy and procedures at all times. • Commitment to support the ethos of Holy Family, acting as a role model for pupils. • Ability to establish firm and consistent boundaries. • Ability to relate to children in an open, calm and friendly manner. • Ability to diffuse confrontational situations • Good influencing skills to encourage pupils to interact with others and be socially responsible • Ability to remain calm in situations which may become confrontational • Ability to work as part of a team for the good of all pupils • To support the school's behaviour policy and use strategies which contribute to a purposeful learning environment • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to adapt quickly and effectively to changing circumstances and situations • Constantly improve own practice/knowledge through self-evaluation and learning from others	E E E E E E E E E E E E E E