



Warwick Bridge Primary School Job Description

Job Title: Fixed Term Full Time 1:1 SEND Teaching Assistant (Maternity Cover) (15 hpw)

Scale: PCD5 £25183 per annum pro rata (FTE) term time only plus 1 week INSET

Responsible to: The Head Teacher and the Governing Board of the school.

Job Purpose

- Support a SEN pupil both in and out of the classroom.
- Support the child in their educational and social development.
- Provide extra support for the child in relation to their special educational needs.

Main Duties/Responsibilities

General Duties

- Support the child in all areas of the curriculum on an individual basis.
- Support the child who needs extra help to complete tasks.
- Give extra support to the child with special educational needs.
- Help the teacher develop learning programmes and activities and adapt appropriate materials for the child.
- Prepare resources for lessons and practise good housekeeping to ensure the resources remain in good order.
- Support the teacher in managing behaviour.
- Take part in training, meetings and reviews.
- Create displays from pupils' work.

Pupil Support

- Develop knowledge of the learning support needs of the pupil
- Undertake structured and agreed learning activities/teaching programmes, adjusting according to the child's responses.
- Support the use of ICT in learning activities

- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/learning activities to support the delivery of an enriched curriculum.
- Help out with school events, trips, lunches and other activities.
- For the pupil you are supporting:
 - Clarify and explain instructions
 - Aid their learning effectively
 - Ensure they are able to use any equipment and materials
 - Assist them in areas such as, language, behaviour and social skills
 - Assist with the development and implementation of EHC plans.



Warwick Bridge Primary School Person Specification

Level 3 Teaching Assistant

	Essential	Desirable
Qualifications and experience	<p>NVQ Level 3 Qualification or equivalent.</p> <p>GCSE, or equivalent, in English and Mathematics</p> <p>Experience working with children in a school setting</p> <p>Experience working with children with specific social and emotional needs.</p>	<p>Experience in a SEND setting</p> <p>Experience working with families.</p> <p>Can communicate using Makaton signing</p>
Knowledge and understanding	<p>The Level 3 TA should have knowledge and understanding of:</p> <p>the National Curriculum structure;</p> <p>support mechanisms for teaching staff;</p> <p>behaviour-management strategies;</p>	<p>In addition, the Level 3 TA might also have knowledge and understanding of:</p> <ul style="list-style-type: none">• the different ways in which children learn;• the issues related to disadvantaged sections of the community. <p>Ability to cope with many roles/responsibilities</p> <p>Understanding of the importance of parental involvement.</p>

	have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality.	
Skills	<p>The Level 3 TA will be able to:</p> <p>contribute to a range of teaching, learning and pastoral activities;</p> <p>plan, monitor and assess;</p> <p>take responsibility, with minimum supervision, for delivering work programmes over an extended period to a child with different needs;</p> <p>demonstrate good communication skills both written and spoken;</p> <p>demonstrate good IT skills;</p> <p>willingness to participate in INSET days and attend courses for their own professional development;</p> <p>work independently and as part of a team.</p>	<p>In addition, the Level 3 TA might also be able to:</p> <p>have the ability to work effectively and network with a wide variety of support services;</p> <p>hold up-to-date first aid training</p>
Personal characteristics	<p>Calm under pressure.</p> <p>Maintains confidentiality.</p> <p>Enthusiastic.</p> <p>Ability to adapt to a variety of situations.</p> <p>Shows initiative.</p>	