



Warwick Bridge Primary School Job Description

Job Title: Fixed Term SEND Teaching Assistant

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

Job Purpose

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

Main Duties/Responsibilities

General Duties

- Support children in all areas of the curriculum on an individual basis at time.
- Support children who need extra help to complete tasks.
- Give extra support children with special educational needs.
- Help the teacher develop learning programmes and activities and adapt appropriate materials for children.
- 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 children's responses.
- Support the use of IT 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 pupils you are supporting:
 - Clarity 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	NVQ Level 3 Qualification or equivalent. GCSE, or equivalent, in English and Mathematics Experience working with children in a school setting Experience working with children with specific social and emotional needs.	Experience in a SEND setting Experience working with families. Can communicate using Makaton signing
Knowledge and understanding	The Level 3 TA should have knowledge and understanding of: The EYFS Framework; the National Curriculum structure; support mechanisms for teaching staff; behaviour-management strategies;	In addition, the Level 3 TA might also have knowledge and understanding of: • the different ways in which children learn; • the issues related to disadvantaged sections of the community. Ability to cope with many roles/responsibilities Understanding of the importance of parental involvement.

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