**The Pines at Redgate Community Primary**

**SEND Teaching Assistant Job Description**

**Grade Profile – Teaching Assistant - Level 3 (Pay Grade E)**

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| **POST TITLE:** | | SEN Learning Support Assistant |
| **GRADE:** | | E |
| **LOCATION:** | | The Pines at Redgate Community Primary |
| **RESPONSIBLE TO:** | | Headteacher/SENCO/Assistant Head of The Pines |
| **STAFF RESPONSIBLE FOR:** | | N/A |
| **JOB PURPOSE:** | **The main objectives to be achieved by the Postholder** | |
| Under the teacher and / or Assistant Headteacher of The Pines /SENCo’s clear guidance, in respect of their work with individuals or small groups, the post holder will support the education, personal and social development of children with complex learning and medical needs throughout our complex needs resource provision. The post holder will also need to establish positive relationships with children and their families, and will be required to support them to develop their learning through a play rich and child centred environment. The role would be to ensure the environment is inclusive and meets the complex needs of these children, and to deliver targeted learning plans to support the progress children make, while being the key worker for this group of children, working closely with parents/carers, SENCO and other professionals. This role requires a motivated, dedicated and enthusiastic practitioner with a passion and secure understanding of Early Years and child centred SEN provision who wants to join our dedicated team within an inclusive primary school. | | |
| **MAIN ACTIVITIES** | **What the Postholder will actually do**  **What prescribed duties the postholder will have** | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**  **Support for Pupils**  Under the clear guidance of the teacher/ SENDCo to implement learning activities and to assist individual/groups of children to complete learning activities.  To lead and take responsibility of the class when the teacher is out of the room  To ensure the children’s safety at all times.  To support with all areas of self care  To undertake activities to assist in monitoring the personal social and emotional needs of all children.  To develop positive relationships with children and their families  To support children’s progress and attainment through skilful interactions and play.  To assist in the devising of children’s individual targets and their monitoring and review.  Support children as part of a planned inclusion programme  To assist in the development of varying skills that support young children’s learning.  To assist in the specific medical/care needs of children when specific training has been undertaken  To assist in the delivery of sensory circuits and sensory input to help children to regulate.  To undertake activities that support children to recognise their own feelings and those of others and ways in which to appropriately respond.  To ensure the classroom environment is appropriate to meet children’s needs and interests | | |

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| **Support for the Teacher**  To assist in the monitoring/recording of children’s progress and developmental needs.  To assist in the provision of learning resources.  To undertake routine classroom administrative tasks including the maintenance of records.  To assist in the management of children’s behaviour.  To lead and take responsibility of the class when the teacher is out of the room  To provide information to the SENCO to assist in the planning of learning programmes.  To liaise with senior staff and office staff in respect of pupil absence.  To assist in the assessment process, both summative and formative and document evidence to support this.  To assist in the supervision of children on trips / visits.  To assist in promoting the importance of the outdoor learning environment.  To assist in the development of the learning environment and ensure that  resources are stocked and appropriate.  To assist the teacher to support the level 2 support staff  **Support for the School**  To assist in providing an atmosphere in which effective learning can take place.  To assist in ensuring the nursery school environment is calm and nurturing while  providing exciting and engaging learning opportunities  To engage in regular in house and outsourced training  To support the promotion of positive relationships with parents, carers and outside agencies.  To work within school policies and procedures  .  To attend staff training as appropriate.  To take care of their own and other people's health and safety.  To be aware of the confidential nature of issues related to home/pupil/teacher/school work.  **Support for the Curriculum**  To assist the delivery of educational and developmental work programmes.  To be responsive in the challenge you offer children within the learning environment  To contribute to assess/plan/do review cycle  To be familiar with the children’s EHCP and short term targets  To engage in regular in house and outsourced training  To support the use of ICT in learning activities.  To ensure that the environment allows children to access all areas of our bespoke curriculum. | |
| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |
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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.