

## Job Description: SEND Department Teaching Assistant



**Grade 5** Point 6-11 £26,976 - £29,211 pro-rata plus optional membership of the local government pension scheme

Actual salary £17,406 - £18,848 pa

### Work schedule

27 hours and 40 minutes a week, term time only, i.e. 39 weeks per year including inset days  
Mon, Wed, Thurs, Fri 8.45am -3.15pm less 55 minutes lunch break and 15 minutes morning break.  
Tues- 8.45am – 4.15pm less 55 minutes lunch break and 15 minutes morning break

### School Context

The Bishops' Blue Coat C of E High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1201 students on roll, 74 teaching staff and 84 non-teaching staff.

The school uses various software packages including SIMS, Impact, Satchel, CPoms and Schoolcomms, as well as Microsoft Office applications.

### Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

### Management

The post holder will be line managed through the SEND and Inclusion Manager. The post holder will not directly manage the work of any other employee.

### Job Overview & Purpose

- To contribute to the development of work programmes for SEND students based on an understanding of the principles of child development and differentiated rates of student progress
- To support activities linked to SEND Students, within classrooms and during unstructured time.
- To use resources and adapt learning activities in response to students' progress and reactions to support SEND students' progress
- To encourage and mentor students by raising self-esteem and providing a positive classroom and recreation environment

## Principal responsibilities of the post

- Under teacher guidance, support SEND students in class, using resources and adapting learning activities in response to students' progress and reactions to support SEND students' progress
- Provide additional learning materials to students to support their learning
- Refer to instructions and strategies on each student's passport document to support learning
- To assist in monitoring of the effectiveness of interventions
- To observe students in lessons, as requested by SENDCo or SEND & Inclusion Manager and feedback as required
- Monitor individual students' progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a student.
- Communicate barriers to learning identified by class teacher of child to SENDCO and SEND & Inclusion Manager
- Under teacher guidance support in-class tests or assessments
- Support individual students with the completion of homework if required
- Develop a positive mentoring relationship with students needing support and interacting with them according to individual needs
- Act as a role model and set high expectations for both behaviour and attainment
- Mentor to promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Attend to the personal and physical needs of students so that their wellbeing is maintained.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.
- Be responsible for updating records and communicating with colleagues.
- To contribute to any student documentation, as requested by the SENDCo/ SEND & Inclusion Manager
- To assist with the filing of students' documentation
- To assist in the completion of student passports
- To liaise with external agencies, as requested by SENDCo/ SEND & Inclusion Manager
- Attend and participate in relevant meetings and training events as required
- To deliver CPD to staff
- Assist with the supervision of students during unstructured time, including after school and at lunchtime
- Supervision of students as part of staff duty rota and at other times as required
- Accompany teaching staff and students on visits, and out of school activities as required
- Provision of first aid assistance (training will be provided if required)