

Job Description

POST TITLE: **Level 2 EYFS SEND Teaching Assistant**

SCHOOL: **Silver Springs Primary Academy**

RESPONSIBLE TO: **SEND Class Teacher**

BAND: **Band 4, SCP 4-7 Term Time Only**

ACTUAL SALARY: **£16,582**

PURPOSE OF POST: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed interventions and EYFS classroom support with individuals and groups, within SEND provision.

MAIN RESPONSIBILITIES:

Supporting Children

- Use specialist skills, training and experience to support SEND children learning in our specialist learning environment
- Act as a key person for a small group of children
- Be proactive in establishing positive, purposeful relationships with parents
- Communicate with parents each day via Seesaw/Classdojo
- Assist with the development and implementation of individual learning plans, medical care plans or small group interventions
- Support the children's hygiene and personal needs, prioritising children's comfort and dignity
- Establish positive working relationships with SEND children, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all SEND children and be ambitious for their achievement, vigorously defending their rights to enable them to thrive
- Support SEND children consistently with patience and care whilst recognising, understanding and responding to their specific individual needs
- Encourage SEND children to interact and work co-operatively with other staff and children and engage all children in activities
- Promote independence and employ strategies to recognise and reinforce the progress and achievement of SEND children
- Provide feedback to SEND children and their parents in relation to progress, achievement and well-being
- Implement the school's trauma-informed approach and hold every child and their family in unconditional positive regard
- Provide First Aid as required on a rota basis

Supporting Colleagues

- Work as directed by the class teacher and where applicable the SENDCo to establish an appropriate learning environment
- Work under the direction of the teacher or SENDCo in lesson planning, evaluating and adapting lessons/work plans as appropriate
- Maintain high standards of cleanliness and organisation within the learning environment
- Monitor SEND children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide accurate feedback as required, to the teacher or SENDCo on SEND children's achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher or SENDCo, contributing to reviews of systems/records as requested
- Participate in feedback sessions and review meetings with parents with the class teacher as required
- Provide general clerical/admin support to the teacher

Curriculum Development

- Implement agreed learning activities, adapting activities according to children's needs as agreed by the teacher or SENDCo
- Help SEND children to access learning activities through specialist support
- Organise, prepare and maintain general and specialist equipment and resources

Whole School Responsibilities

- Have good knowledge of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns via the school's online system in consultation with the DSL
- Make use of IT according to the staff acceptable use policy
- Promote equality by making adaptations to the curriculum to support children's needs
- Make an active and positive contribution to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress
- Attend and participate in regular departmental briefing meetings
- Participate in support staff appraisal
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others including volunteers and trainees
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of children's out of school hours learning activities as required
- Supervise children on visits, trips and out of school activities as required prioritising children's safety

Other Duties and responsibilities (Generic to all posts)

- Prioritise the safeguarding of children
- Maintain up to date knowledge and understanding of safeguarding responsibilities
- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff
- To support the ethos of the Academy and the Academy Trust
- To comply with all relevant Academy Policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes, including appraisal
- To undertake relevant CPD as agreed with Line Manager and to attend relevant meetings
- To support Academy links with the community

Any other duties that the head teacher may from time to time ask the post-holder to perform commensurate with the role.