



# TEACHING ASSISTANT (SEND)

## AYLESFORD

| JOB DESCRIPTION            |                           |
|----------------------------|---------------------------|
| <b>Job Title</b>           | Teaching Assistant (SEND) |
| <b>Grade</b>               | VIAT 2                    |
| <b>School / Department</b> | Aylesford                 |
| <b>Base</b>                | Aylesford                 |
| <b>Hours</b>               | Up to 24 hours per week   |
| <b>Reports to</b>          | Deputy Headteacher        |
| <b>Accountable to</b>      | Deputy Headteacher        |

### Job Summary

We are seeking a caring, enthusiastic and dedicated Teaching Assistant to work closely with children with Special Educational Needs and Disabilities (SEND). You will provide tailored support to help pupils overcome barriers to learning, develop their confidence and independence, and make positive progress. Working alongside teachers and other staff, you will contribute to creating a safe, inclusive and nurturing environment where every child can thrive.

Please note, the 'Professional Standards for Teaching Assistants' should also be read in conjunction with this document.

### Key Working Relationships

- Deputy Headteacher
- Classroom Teacher
- Senior Leadership Team
- Students
- Parents
- Visitors

### Key Responsibilities

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take the lead role (where relevant) alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
- To lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.

- As agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring the high levels of behaviour and engagement are upheld.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Representing the Trust**

To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

## **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

| PERSON SPECIFICATION  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                         |
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| AREA                  | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DESIRABLE                                                                                                                                                                                               |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Good standard of Education – 5 GCSEs or equivalent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                         |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Basic understanding of child development and learning.</li> </ul> <p>General understanding of appropriate curricula for young people with learning disabilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                         |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Proven successful experience working with or caring for children in any setting.</li> <li>• Proven successful experience working within a school.</li> </ul> <p>Proven successful experience working with children with disabilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Experience of delivery phonics and the Year 1 statutory assessments</li> <li>• Experience of delivering Year 1 curriculum and statutory assessments</li> </ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• A holistic approach to the well-being and education of pupils.</li> <li>• The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners.</li> <li>• Ability to think creatively to deliver learning, to fulfil the Trust's vision of 'Fun, Creativity and Achievement'.</li> <li>• Ability and willingness to work collaboratively and supportively within the school team.</li> <li>• Able to inspire confidence and respect amongst colleagues and the school community.</li> <li>• Build effective and professional working relationships with parents, staff, Governors and the wider community.</li> </ul> |                                                                                                                                                                                                         |
| <b>Attributes</b>     | <ul style="list-style-type: none"> <li>• Is committed to their own professional development.</li> <li>• Is a creative thinker, who strives to embed innovative practices and strategies to improve learning for pupils.</li> <li>• Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all time.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                         |

