

## METROPOLITAN BOROUGH OF KNOWSLEY

<b>SCHOOL</b>	ALL SAINTS CATHOLIC HIGH SCHOOL
<b>POST TITLE</b>	SPECIAL EDUCATIONAL NEEDS (SEND) INTERVENTION TEACHING ASSISTANT
<b>GRADE</b>	F (SCP 12-17) 36 hours per week, 46 weeks per year <b>Actual Salary £23,372 to £25,450 plus SEND allowance (£1239)</b>
<b>RESPONSIBLE TO</b>	ASSISTANT SENCO & SENCO

### MAIN PURPOSE

To champion the entitlement for all children to have access to the highest quality of education by organising, delivering and monitoring high quality intervention programmes, which are provided to the pupils with SEND within the Learning Support Department.

### MAIN DUTIES

#### Support for Pupils

- To identify the cohort of pupils who will receive intervention.
- To identify the correct intervention for the pupils. eg, literacy, numeracy, SALT and social skills.
- To create a timetable of sessions to be completed and group the pupils appropriately.
- To build a positive relationship with the pupils, promoting independence and social inclusion, which support healthy self-esteem, social, emotional and mental health needs.
- To deliver specific intervention programmes in small groups or 1:1 situations as per the needs of the cohort under the direction of the Assistant SENCO.
- To create resources, where necessary, so the interventions can be carried out to the highest standard and are accessible to pupils.
- To keep an accurate record of attendance at sessions and progress data.
- To monitor the progress being made by the pupils and adjust interventions accordingly.
- To provide feedback to pupils and parents/carers in relation to progress and achievement.
- To supervise pupils during lunchtime periods and encourage positive social behaviours and respectful social interaction during unstructured times.
- To promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and rewarding achievement as appropriate.
- To engage all children in learning activities, model problem-solving and enthuse pupils to develop independent learning strategies.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To undertake routine tests and invigilate exams.
- To establish good working relationships with parents/carers.
- To contribute to the review of pupils' needs.
- To escort pupils as necessary and assist in movement around the school.
- To assist the pupils with personal needs as appropriate.

#### Support for Teaching and Learning

- To demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and accelerate pupil progress.
- To reduce barriers to learning for pupils with additional needs and closing gaps in progress for vulnerable learners.
- To contribute to the planning of differentiated learning activities for pupils with additional needs or those who are deemed at risk of not achieving their potential due to undiagnosed or unmet needs.
- To undertake marking of pupils' work against an agreed marking scheme under the direction of the Assistant SENCO.

- To support the teaching of a broad and balanced curriculum aimed at helping pupils achieve their full potential in all areas of learning.
- To promote, support and facilitate inclusion by encouraging participation of pupils in new experiences and learning as well as extracurricular activities.
- To communicate and collaborate closely with key staff on strategies and environmental considerations for pupils with additional needs, which reduce or remove barriers to learning.
- To support and guide the Teaching Assistants (TAs) with strategies that they can use in the classroom that will support the interventions that pupils are receiving.
- To use effective behaviour management strategies consistently in line with the school's policy and procedures.
- To organise and manage teaching space and resources to help maintain a stimulating and safe learning environment which is adapted to meet the needs of individual learners.
- To use ICT skills to support pupils with additional needs and increase access to the curriculum.
- To provide cover for lessons, as necessary, managing the classroom and ensuring that pupils remain on task with the work they have been set by their teacher.

### Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils
- To work as part of a team appreciating and supporting the role of other people in the team.
- To attend and participate in meetings as required
- To assist with the planning and supervision of opportunities for pupils to learn in out of school contexts, including before and after school, if appropriate, and within working hours.
- To undertake personal development through training and other learning activities including performance management as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To establish own best practice and use it to support others.
- To assist in the induction of other teaching assistants.
- To assist with the organisation, routines and upkeep of the wider learning environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

### PERSON SPECIFICATION

Attributes	Competency
<b>Qualifications, Knowledge and Training</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy.</li> <li>● Knowledge of child development.</li> <li>● Knowledge/understanding of national curriculum and other basic learning programmes/strategies.</li> <li>● Knowledge of special educational needs and disabilities (SEND).</li> <li>● Ability to undertake further training and development as</li> </ul>

	<p>required.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Level 3 Teaching Assistant qualification (or equivalent).</li> <li>● A good understanding of the SEND Code of Practice and graduated approach.</li> <li>● Effective use of ICT to support teaching and learning including experience of using SEND software and programs.</li> <li>● First aid knowledge/qualification.</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Experience of working with and/or caring for children.</li> <li>● Experience of working with pupils with SEND.</li> <li>● Ability to relate to others.</li> <li>● Excellent communication skills, both verbal and written.</li> <li>● Ability to plan, deliver and assess effective learning activities to support individual pupils' needs.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Experience of working in an educational setting.</li> <li>● Experience of using specific interventions for pupils with SEND.</li> <li>● Previous care or medical experience.</li> </ul>
<p><b>Personal Qualities and Skills</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● A passion for education and a commitment to raising standards.</li> <li>● Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals.</li> <li>● Patience, enthusiasm and a caring nature.</li> <li>● Flexibility, adaptability and the ability to remain calm under pressure.</li> <li>● Strong organisational skills and the ability to prioritise tasks effectively.</li> <li>● Ability to work effectively as part of a team and using your own initiative.</li> <li>● A strong commitment to inclusion and promoting the progress and achievement of all pupils.</li> <li>● A strong commitment to safeguarding and promoting the welfare of children.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Ability to differentiate learning activities to meet the individual needs of all pupils.</li> <li>● Ability to deal with complex behaviour/emotional needs.</li> <li>● Detailed knowledge of the wide variety of SEND.</li> </ul>