



# HORNCHURCH

## HIGH SCHOOL

EXCELLENCE FOR ALL

### Hornchurch High School: SEND Teaching Assistant – Job Profile

**Job Title:** Teaching Assistant

**Grade:** APTC 4

**Liaises with:** Class Teachers, HODs and SENDCo

#### Job Purpose and Content

The SEND Keyworker is a member of a team of practitioners responsible for the education and care of the children in the school. S/he is involved in contributing to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.

The Teacher and the SEND Keyworker work as a team - being partners in supporting the pupils' access to learning and the whole curriculum (including the National Curriculum) and their independence as learners.

The SEND Keyworker works under the direction and control of the SENDCo and the relevant class teacher.

#### Principal Responsibilities

1. Support for pupils:
  - a) provide appropriate levels of individual attention, reassurance and help for pupil(s) needs as identified in Passports
  - b) support the specific needs of specified pupils – physical, emotional and/or behavioural
  - c) where necessary, act as an escort on and off school premises under the direction and normally in the presence of the teacher
  - d) support pupil(s) access to the curriculum, their learning in particular lessons and their progress towards specific individual targets
  - e) ensure that teachers are aware of the specific learning needs of identified pupils
  - f) support pupils in working independently in the company of others
  - g) provide information, advice and direction to pupils about their behaviour within the agreed framework of school and departmental policies on discipline and behaviour
  - h) take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment
2. Support for the teacher(s):
  - a) assist pupil(s) access to the curriculum by differentiating instructions and resources
  - b) prepare materials of the quality and quantity specified by the teacher
  - c) help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly
  - d) support the maintenance of pupil records by providing information to the teacher/SENDCo and recording, in accordance with school and departmental policy, the work of pupils





**H O R N C H U R C H**

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**E X C E L L E N C E F O R A L L**

- e) provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies
  - f) where necessary, correct behaviour, supporting the teacher in maintaining order and discipline
  - g) report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the class teacher
3. Support for the school/department:
- a) attend meetings, including meetings of the subject/learning support department/team, where appropriate
  - b) act as a reader or amanuensis as necessary at school and national tests and examinations
  - c) demonstrate a willingness to share information and expertise, which could benefit other team members in their work
  - d) provide information to support pupil progress including information for pupil records, reports, individual education plans and annual reviews
  - e) actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given by parents to the appropriate staff member within the school
  - f) promptly report any difficulties in communicating with parents and carers to the class teacher/SENDCo
  - g) Meet with parents to update SEND Passports
4. Support for the curriculum
- a) support the curriculum plans and learning programmes designed by the teacher and obtain and use designated equipment and materials appropriate to the learning objectives and pupils' development needs
  - b) help pupils with the use of ICT and appropriate curriculum software
  - c) obtain accurate and up-to-date information on pupils' literacy, current reading ability, their writing skills and numeracy and language development
  - d) monitor pupils' responses to learning activities and promptly inform the teacher when a pupil is experiencing difficulties that cannot be resolved
  - e) respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self-images
  - f) provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills
  - g) use appropriate strategies for challenging and motivating pupils to learn
  - h) Implement speech and language intervention
5. Arrangements for appraisal of performance:
- a) Participate in the annual performance review process

#### **ADDITIONAL REQUIREMENTS**

1. Partnership Learning has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role



Partnership Learning

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Hornchurch High School, Broadstone Road, Hornchurch, Essex RM12 4AJ



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3. The postholder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.





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### Hornchurch High School: SEND Keyworker – Person Profile

Skills and Abilities	Essential	Desirable	Assessed by
Ability to communicate and interact with children and young people	✓		Interview
Awareness of the need to act as a role model and ability to deal with a range of situations in mature and sensitive manner	✓		Application & Interview
Ability to understand educational programmes and work to them with reference to a teacher	✓		Application & Interview
Ability to work with groups of children and keep them on task and motivated	✓		Application & Interview
Awareness of sensitive information and the need for confidentiality	✓		Application & Interview
Ability to deal with pupils' physical, emotional and behavioural needs as well as provide individual support as appropriate	✓		Application & Interview
Ability to work as a member of a team and follow the teacher's directions	✓		Application & Interview
Ability to demonstrate respect for children and young people and be able to listen to their views	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & Interview
<b>Knowledge</b>			
A basic understanding of child development	✓		Application & Interview
An awareness of Child Protection procedures	✓		Interview
An understanding of the importance of adults as role models	✓		Interview
Understanding of Health and Safety issues	✓		Application & Interview
Understanding of equalities issues	✓		Application & Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & Interview
<b>Qualifications and Experience</b>			
Willingness and motivation to develop own skills and undertake training (eg the DfES teaching assistant induction programme)	✓		Interview
Willingness to work towards N/SVQ Level 2 in Teaching Assistance or equivalent qualification		✓	Application
GCSE qualifications in the core subjects or relevant qualifications	✓		Application
To have worked on a voluntary or paid basis with children		✓	Application & Interview
To be ELSA trained or similar		✓	Application

Sept 2024



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