



## SPALDING GRAMMAR SCHOOL JOB DESCRIPTION

**Job Title: Teaching Assistant**

**The post holder will report to the SENCO**

Grade: GLEA GRADE 3 (£24,796 - £25,989 full-time salary)

Hours: per week 32.5 hours, 39 weeks per year (term time + 1 week)

The purpose of the role will be to provide support to individuals and small groups across a range of needs including providing enhanced support for children with an EHCP and/or with Social, Emotional and Mental Health, Communication and Interaction difficulties in addition to those with Medical Needs.

**Main responsibilities and duties:**

- To provide one-to-one support to individual students as per the needs of the School.
- Assist in planning and preparing the necessary resources to support the needs of individual students.
- Regularly liaise with the SENCO and intervention coordinators regarding preparation and planning of support.
- Keep records as necessary.
- Understand and be compliant with the needs of individual students.
- Develop independence in our SEND students using metacognitive strategies to help them become self-regulated learners.
- Carry out reasonable daily intimate care/manual handling duties.
- Assist with the movement of individual students in and around school as per the needs of the School.
- Support with literacy, numeracy and/or emotional literacy interventions.

**An ideal candidate will have the following knowledge, skills and attributes.**

<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Experience by qualification and/or employment in SEN support		✓
An awareness of SEND Code of Practice and EHCPs.		✓
Strong literacy skills with confidence in supporting students in lessons up to GCSE	✓	
Higher level of numeracy skills with confidence in supporting students in Maths up to GCSE		✓
Basic numeracy skills	✓	
Ability to deliver pre-determined small group and one to one intervention to build confidence and self esteem	✓	
Ability to deliver pre-determined small group academic interventions to raise attainment		✓
Competent IT and organisational skills.	✓	

<b>Attributes</b>		
Ability to work collaboratively as part of a team	✓	
Sense of humour	✓	
Ability to build positive relationships with students, staff and families	✓	
Adaptable, flexible and proactive, able to respond positively to the changing needs of students and the school day	✓	
Experience of working with children requiring enhanced support		✓
Willingness to undertake relevant training	✓	
Patience, empathy and a genuine commitment to inclusion	✓	
Contribute to the ethos of a friendly, happy school, in which personal development and well-being is given the highest priority and where both academic and personal qualities of children are recognised and valued.	✓	
Be able to deal with emotionally charged situations and be patient when dealing with young people.	✓	