Job Description

Job Title:	Teaching Assistant - Specialist Resourced Provision (SRP)
Grade:	Band 1, Level 2
Department:	Children and Community Services
Section:	*Hallfield Primary School*
Responsible to:	Class Teacher, SRP Lead, AHT & Inclusion Lead
Responsible for:	None

Purpose of the Role

- Provide supportive assistance for pupils with SEND within the SRP and mainstream classrooms, ensuring inclusion, safety and access to learning under the direction of teaching staff and the SRP Lead.
- Support pupil engagement by implementing agreed support strategies and activities planned by the class teacher, SENCO or SRP Lead.
- Promote pupils' well-being, dignity and independence through appropriate personal care, medical support and safe use of specialist equipment, in line with training, care plans and agreed guidance.

Key Responsibilities

Support for Pupils

- Supervise and support pupils, including those with SEND, to ensure safety, well-being and access to learning.
- Build positive, professional relationships and apply agreed emotional-regulation strategies as directed by teaching staff to support engagement.

- Support pupils to participate in mainstream lessons, SRP sessions and daily routines as directed.
- Implement Individual Education Plans and behaviour support plans as provided by teaching staff.
- Apply agreed behaviour and regulation strategies consistently under guidance.

Support for Teaching and Learning

- Support the delivery of learning activities planned by the teacher**,** using resources provided.
- Support pupils to access planned classroom activities as directed by the teacher or SENCO.

- Support pupils during learning activities and assessments in line with agreed guidance**.**
- Provide factual, observational feedback on pupil engagement to the teacher or SENCO for their assessment and decision-making.

Support for the Curriculum

- Support pupils to access learning activities within mainstream classrooms and the SRP.
- Reinforce learning through daily routines that promote engagement and independence.

Behaviour and Inclusion

- Promote an inclusive culture with high expectations for behaviour and relationships.
- Support transitions throughout the school day, including between lessons and during unstructured times, under guidance.

Personal Care and Physical Support

These duties are an essential part of the role and will be undertaken following appropriate training, guidance and individual care plans.

- Provide personal care, physical and medical support as required, following training, care plans and health and safety guidance.
- Use specialist equipment safely and appropriately following training.
- Maintain accurate, confidential records related to care support and incidents.

Support for the School

- Work collaboratively with teachers, SENCO and support staff to implement agreed strategies**.**
- Communicate professionally with parents and carers when directed by teaching staff**.**
- Contribute positively to the ethos and wider life of the school and SRP.

Professional Standards and Administration

- Maintain accurate records and provide feedback to teachers and the SENCO.
- Uphold safeguarding, confidentiality, health and safety, data protection and equality requirements.
- Engage in training, supervision and professional development.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Children's Standards

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are: "representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Person Specification

Qualifications

Whilst formal qualifications are not strictly necessary, the candidate needs to be able to demonstrate the experience, skills and competencies required to perform the role.

Skills and Knowledge

- Basic understanding of child development and inclusion to support pupils under direction.
- Awareness of a range of SEND profiles and how these may affect engagement in learning.
- Good numeracy and literacy skills appropriate to supporting classroom activities.
- Awareness of safeguarding, SEND and health and safety requirements relevant to the role.
- Ability to implement Individual Education Plans and behaviour support plans as provided.
- Ability to use learning resources prepared by the teacher to support access to activities.
- Ability to support pupils during structured activities and daily routines as directed.
- Knowledge of positive behaviour and emotional regulation strategies as instructed.
- Ability to build positive, professional relationships with pupils and colleagues.
- Willingness and physical capability to provide personal care and physical support following training.
- Ability to use specialist equipment safely following training and guidance.
- Ability to maintain accurate, confidential records and provide observations to teaching staff.
- Basic ICT skills to support record keeping and communication.
- Effective communication skills for working with staff and parents under guidance.
- Willingness to engage in training, supervision and professional development.