

Job Description			
Title Specialist Teaching Assistant: SEND EY/KS1	Department Children and Families Services – Education, Standards and Inclusion Schools and Families Specialist Services	Post Ref	
Job Purpose To provide educational support, under the direction of a Home and Pre-School SEND Lead Manager, to children and young people with severe and complex SEND, their families and the staff who work with them, in line with the associated standards, within the Schools and Families Specialist Services Team.			
Key Responsibilities <ol style="list-style-type: none"> 1. To support the corporate work and achievements of the County Council, especially the achievement of the vision, objectives and targets set out in its Strategic Plan. 2. To project a positive image of the County Council to the public, partners and stakeholders, including the DFE and to act as an exemplar in carrying out duties in a positive, professional and flexible manner. 3. To actively promote collaborative working within the Children and Families Services and other stakeholders. 4. To support those working with children with complex SEND, particularly teaching assistants in schools (nursery nurses in PVI settings) to enable them to offer effective and inclusive provision or provide support to parents/carers where the child is in the home 5. To provide specialist support, advice and information to parents/carers and families of children with SEND in planning effective interventions and recording children’s progress 6. In discussion with the Home and Pre-school SEND Lead Manager to contribute to curriculum development in a specified area of service provision 7. To assist other Service staff (specialist teachers) in providing specialist advice regarding appropriate teaching and related 		Key Accountabilities <ol style="list-style-type: none"> 1. Specified service targets within agreed resources 2. Improving educational and life outcomes for children and young people with complex SEND 3. Effective record keeping and report writing 	

strategies.

8. To liaise as appropriate with professionals from other support services, other agencies and specialist, voluntary and independent organisations
9. To contribute to training and development programmes and deliver these as required
10. To develop, produce and maintain the provision of specialist resources, as appropriate. This may also include demonstrating and supporting the use of specialist ICT equipment.
11. To write formal reports, as required, on all work undertaken directly or indirectly on children and young people with complex SEND
12. To maintain accurate and comprehensive records of all work undertaken directly or indirectly on children and young people with complex SEND
13. To involve children/young people and their parents/carers in planning of interventions and in decision making processes.
14. To safeguard the welfare of children and young people.
15. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific terms, in consultation with the Recognised Trade Unions

Person Specification - Specialist Teaching Assistant SEND EY/KS1

Education and Knowledge

1. Qualified teaching assistant (NNEB, BTEC, relevant NVQ level 3 or above)
2. Evidence of comprehensive relevant professional development, including specialist training courses
3. Other equivalent advanced qualification in specialist area or willingness to undertake
4. Knowledge of the educational implications of severe and complex SEND 0-7 years
5. Knowledge of a range of assessments, small step teaching programmes and differentiated materials /resources to support children with severe and complex SEND 0-7 years
6. Knowledge of current policies, guidance and research in this area of work, both nationally and locally
7. Up to date and working knowledge of early child development and the EYFS and KS1 curriculum
8. Knowledge and understanding of the responsibilities and processes relating to the safeguarding children and young people

Experience

1. Minimum of 3 years post qualification experience of which at least 2 years should be working with children with a range of SEND
2. Experience of collaborative work with a range of professionals and agencies.

Personal skills and general competencies

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and targets by the effective use of resources.
5. Ability to communicate clearly and effectively both verbally and in writing and by using a range of alternative communication systems as necessary
6. Competent in the use of specific assessment and teaching programmes to aid progress for children with severe and complex SEND 0-7 years
7. Ability to plan and work collaboratively with colleagues, parents/carers, staff in early years settings and schools and in other agencies and services
8. Ability to demonstrate effective teaching methods on a one to one or small group basis
9. Ability to maintain accurate records and to use data to inform interventions and planning
10. Ability to use ICT processes appropriate to the role

3. Experience of working in partnership with schools, other agencies and parents/carers

11. Ability to provide feedback, support, coaching and training to parents in the home and a range of staff in early years' settings and schools

12. Willingness to travel across Nottinghamshire County as required to meet the needs and priorities of the Service

Person Specification- Specialist TA SEND EY/KS1

Role Dimensions; The post holder is responsible for:

1. Delivering, under the direction of the Home and pre-school SEND Lead manager/ specialist teacher where appropriate, advice to children aged 0-7 with severe and complex SEND, their parents/carers and staff working with them in school and other settings.
2. Promoting and supporting the County Council's SEND Strategy
3. Providing assessments and Direct teaching in the home and PVI settings as well as in schools
4. Modelling as well as advising on and delivering appropriate and effective educational assessments, strategies and interventions for small groups and individual children with severe and complex SEND