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| **UCS Junior Branch**  **SEND TA**  **Job Description** | UCS_RGB |

Working closely with the SENCO, the SEND TA will take a lead role in assistance pupils on the SEND register in the classroom as well as providing assistance with necessary documentation and planning.

**Key features of the role include:**

* Working with pupils on a one-to-one basis in lessons or working with small groups of boys on teacher-directed activities;
* Assisting the SENCO in the planning and delivery of SEND support throughout the school;
* Helping the SENCO to complete up-to-date and accurate documentation and record keeping;
* Advising the SENCO of any necessary updates to SEND provision in the school;
* Attending relevant meetings as necessary;
* Accompanying pupils on trips, visits and sporting activities as required;
* Helping with supervision of children via duties;
* Assisting the with the preparation of resources for the class including photocopying, laminating and cutting and sticking;
* Helping to create a bright and stimulating classroom, where displays reflect different areas of the curriculum and are changed each half term;
* Listening to readers and writing feedback in pupil’s reading record books;
* Helping with tidying and cleaning of classroom during and at the end of the school day;
* Assisting with the school’s extra-curricular programme.
* Building positive relationships with the children, parents and staff of the JB.
* Ability to work in a way that promotes the safety and wellbeing of children.
* Normal work hours are 0800 to 1600 daily but can occasionally be longer. A degree of flexibility with time keeping is vital in this role. The TA is expected to be in school each working day of term time.