



KEYWORKER TA

JOB DESCRIPTION & PERSON SPECIFICATION

Main Purpose of the Post

To work under the direction of the SENDCo and teaching staff to provide high-quality support for pupils with Special Educational Needs and Disabilities (SEND) primarily across Key Stages 3 and 4 (with the potential to be needed in KS1 and KS2 at times).

The postholder will support a range of pupils, including those with Education, Health and Care Plans (EHCPs), helping to deliver provision, remove barriers to learning and promote academic progress, emotional wellbeing, independence and successful inclusion within the Holme Grange School community.

Key Accountabilities & Relationships

- **Reports to:** Assistant Head SENDCo
- **Works with:** Pupils, parents, other staff members, outside agencies as applicable

Hours of Work

Four days per week, term time only. This equates to 0.6 FTE.

Key Responsibilities

1. Support for Pupils

- To promote pupils' academic, social, emotional and personal development in a safe, secure and inclusive environment.
- To have regard for the safety, wellbeing and safeguarding of pupils at all times.
- To support pupils with SEND, including Autism, ADHD and Specific Learning Difficulties (SpLD), whilst encouraging independence and self-advocacy wherever possible.
- To develop a thorough understanding of individual pupils' strengths, needs and learning profiles in order to support them effectively.
- To support the delivery of outcomes and provision specified within Education, Health and Care Plans (EHCPs), Pupil Passports and Support Plans.
- To support pupils in developing organisation, time management, study skills and executive functioning skills.
- To assist pupils in understanding lesson content, instructions and tasks, adapting communication where appropriate.
- To support pupils in managing emotional regulation, anxiety and transitions throughout the school day.
- To encourage positive relationships, social interaction and participation in school life.

- To promote inclusion and ensure pupils can access all aspects of the curriculum and wider school activities.
- To support pupils during lessons, interventions, educational visits, examinations and other school activities as required.
- To monitor and record pupil engagement, progress and wellbeing, reporting concerns and achievements to relevant staff.
- To encourage pupils to take increasing responsibility for their own learning and personal development.
- To act as a positive role model, promoting confidence, resilience and independence.

2. Support for Teachers

- To liaise with teachers regarding daily and weekly learning objectives, classroom activities and pupil support needs.
- To work alongside teachers and the ALC team in delivering learning strategies and interventions identified within EHCPs and support plans.
- To assist in adapting resources and learning materials to meet individual pupil needs.
- To prepare, organise and maintain equipment and resources required for lessons and interventions.
- To support teachers in monitoring pupil progress and evaluating the effectiveness of support strategies.
- To maintain accurate records relating to pupil provision, interventions and progress.
- To contribute to annual reviews, pupil review meetings and other SEND-related documentation as required.
- To implement recommendations from external professionals including Educational Psychologists, Speech and Language Therapists, Occupational Therapists and other specialists.
- To work within school policies/procedures to promote positive behaviour, self-regulation and independence.
- To communicate effectively with parents/carers when requested and under the guidance of the SENDCo or teaching staff.
- To provide administrative and organisational support to the ALC Department where required.
- To report safeguarding, welfare or academic concerns promptly and following school procedures.

3. Support for the School

- To contribute positively to the ethos, values and vision of Holme Grange School.
- To work collaboratively with colleagues, parents and external professionals to support pupil achievement and wellbeing.
- To attend staff meetings, SEND meetings, annual reviews and professional development activities as required.
- To be an active member of the ALC and wider school teams.
- To maintain an awareness of relevant school policies and implement them consistently in daily practice.

- To comply with all safeguarding, child protection, health and safety and data protection requirements.
- To support the supervision of pupils during breaktimes, transitions, educational visits and other activities as required.
- To maintain strict confidentiality regarding pupils, families and school information.
- To contribute to school events such as Open Days and transition events where appropriate.
- To undertake training and professional development to maintain and enhance knowledge of SEND and inclusive practice.

4. Support for the Curriculum

- To support pupils in accessing a broad and balanced curriculum across a range of subjects.
- To reinforce learning objectives and encourage active participation in lessons.
- To deliver targeted interventions and support programmes under the direction of the SENCo and teaching staff.
- To support pupils with literacy, numeracy, study skills and independent learning strategies where required.
- To support the use of assistive technology and ICT to promote pupil access and independence.
- To prepare, organise and maintain resources used to support learning and intervention programmes.
- To encourage pupils to develop effective revision, organisation and examination preparation skills.
- To promote high aspirations and achievement for all pupils regardless of need.

5. General

- To contribute to a high-quality learning environment that is inclusive and responsive to individual pupil needs.
- To always uphold the professional standards and reputation of Holme Grange School.
- To undertake any other duties that the Headteacher, SENDCo or Line Manager may reasonably require, commensurate with the grade of the post.
- To support extracurricular and enrichment activities where appropriate.
- To work flexibly to meet the changing needs of pupils and the ALC department.
- To demonstrate professionalism, discretion, reliability and a commitment to continuous improvement.
- To maintain appropriate professional boundaries and relationships with pupils, families and colleagues.
- To actively promote equality, diversity and inclusion within the school community.

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified.

The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. You may be required to undertake other duties as required by the Head or SLT. The job description may be amended to meet the needs of the school.

Safeguarding

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

Person Specification

The successful Candidate will be able to demonstrate the following:

Qualifications	Essential	Desirable
GCSE English and Mathematics at Grade 4/C or above (or equivalent).	X	
Good standard of literacy, numeracy and ICT competency.	X	
Teaching Assistant qualification (Level 2 or above).		X
Qualification related to SEND, Autism or Learning Support.		X
Further educational qualifications.		X
First Aid qualification.		X
Experience		
Working with young people in an educational setting.	X	
Supporting pupils in Key Stage 3 and/or Key Stage 4.	X	
Supporting pupils with Autism, ADHD or Specific Learning Difficulties (SpLD), including Dyslexia.	X	
Implementing support strategies to improve engagement, organisation and independence.	X	
Working collaboratively as part of a multidisciplinary team.	X	
Working within an independent school.		X
Supporting pupils with Education, Health and Care Plans (EHCPs).		X
Delivering interventions.		X
Contributing to Annual Reviews and SEND documentation.		X
Implementing recommendations from external professionals.		X
Knowledge & Understanding		
SEND and inclusive practice	X	
Barriers to learning experienced by pupils with Autism, ADHD and Dyslexia.	X	
Safeguarding and child protection procedures.	X	
Strategies that support emotional regulation, executive functioning and pupil wellbeing.	X	
Confidentiality and professional boundaries.	X	
Current SEND legislation and the SEND Code of Practice.		X
Awareness of assistive technology and adaptive teaching approaches.		X

Skills & Abilities	Essential	Desirable
Excellent communication and interpersonal skills.	X	
Able to build positive and professional relationships with young people.	X	
Able to motivate and encourage pupils.	X	
Able to adapt support strategies to meet individual needs.	X	
Strong organisational and time-management skills.	X	
Able to maintain accurate records.	X	
Able to work independently and as part of a team.	X	
Calm and solution-focused approach when responding to challenges.	X	
Using SEND-specific software or assistive technology.		X
Confidence leading small-group interventions.		X
Personal Qualities		
Caring, patient and empathetic.	X	
Flexible & adaptive.	X	
Positive and resilient.	X	
Professional and reliable.	X	
Enthusiastic and proactive.	X	
Committed to promoting inclusion and pupil wellbeing.	X	
Able to maintain confidentiality and act with integrity.	X	
Committed to ethos and values of Holme Grange School.	X	