

Job Description

| | |
|-----------------------------------|--|
| Job Title | SEN Teaching Assistant |
| Grade | 2021 Scale 3, Point 3-4 |
| Reports to | Headteacher, Class Teacher, SENCO |
| Liaison with | Teaching staff, support staff, Headteacher, pupils. |
| Job Purpose | <p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>To provide specialist/skilled support to pupils in a particular curriculum area or support pupils with severe needs.</p> |
| Principal Accountabilities | Provide particular and skilled support to identified pupils |
| Duties | <ul style="list-style-type: none"> • Working with individuals, small groups or in whole classes of children under the direction of the senior leadership team and teaching staff. • Understand specific learning needs and styles and provide support to pupils individually and within a group • Implement planned learning activities/teaching programmes as agreed with the teacher, adapting activities according to pupils' responses as appropriate • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support pupils with learning tasks linked to the curriculum • Working with the Midday Assistants to maintain the safety, welfare and good conduct of the pupils during the midday break • To be involved in planning, organising and implementing EHCPs, including attendance at, and contribution to, reviews • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • Take an active role in the preparation, maintenance and control of stocks of materials and resources |

| | |
|----------------|---|
| | <ul style="list-style-type: none"> • Support learning by selecting appropriate resources/methods to facilitate agreed learning activities • Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To supervise pupils for limited and specified periods including break-times • To assist with escorting pupils on educational visits |
| General | <ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> |

Person Specification

| General heading | Detail | Examples |
|--|---|---|
| Qualifications & Experience | Specific qualifications & experience | Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Completion of DCSF induction programme |
| | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| | Literacy | Good reading and writing skills to preferably minimum equivalent of GCSE grade C |
| | Numeracy | Good numeracy skills |
| | Technology | Knowledge of basic ICT to support learning |
| Communication | Written | Ability to write basic reports |
| | Verbal | Ability to use clear language to communicate information unambiguously Ability to listen effectively |
| | Languages | Overcome communication barriers with children and adults |
| | Negotiating | Consult with children and their families and carers and other adults |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Previous experience of working with children with SEND. |
| | Curriculum | Good understanding of the school curriculum |
| | Child Development | Good understanding of the general aspect of child development Ability to assess progress and performance |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with a range of adults |
| | Information | Know when, how and with whom to share information |

| | | |
|-------------------------|---------------------------------|--|
| | | Ability to follow instructions accurately |
| Responsibilities | Organisational skills | Good organisational skills Ability to remain calm under pressure |
| | Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| General | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |