



## **HAZELMERE JUNIOR SCHOOL**

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**Headteacher: Ms Paula Pemberton**

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## **JOB DESCRIPTION**

### **SEN Teaching Assistant**

We have three fixed-term vacancies, commencing September 2019, to provide general and specific assistance to three children – two who will be joining us in Year 3 and one child who will be moving up to Year 4. The posts are temporarily funded and will cease when the children leave the school or if funding is withdrawn.

Posts 1 & 2: 18 hrs 20 mins weekly from 8:30 a.m. – 12:10 p.m. daily, term-time only.

Post 3: 22 hrs 30 mins weekly from 8:30 a.m. – 1:00 p.m. daily, term-time only.  
(This post will also provide lunchtime assistance in the dining hall and on the playground to children with EHCPs and those who need additional support).

Salary: Band 2 (Mid), starting pro-rata salary: £7,397 p.a. Posts 1 & 2 / £9,080 p.a. Post 3  
(These posts will assimilate onto Scale 3 from April 2020 when new pay scales are introduced as part of the Essex Collective Agreement reached with Unions)

<b>Job Title</b>	<b>SEN TEACHING ASSISTANT</b>
<b>Grade</b>	Band 2 to mid-point (Scale 3 from April 2020)
<b>Reports to</b>	Deputy Headteacher, SENCO
<b>Liaison with</b>	Teaching Staff, Support Staff, Headteacher and Pupils
<b>Job Purpose</b>	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"><li>Working with individuals or small groups of children under the direction of teaching staff</li><li>Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>Establish positive relationships with pupils supported</li><li>Support pupils with activities which support literacy and numeracy skills</li><li>Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li><li>Promote positive pupil behaviour in line with school policies and help keep pupils on task</li></ul>

	<ul style="list-style-type: none"> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• 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</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> <li>• Monitor and record pupil activities as appropriate, writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li> <li>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources</li> <li>• Assist with the development and implementation of One Planning Updates</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• 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</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• 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.</li> </ul> <p><b>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.</b></p>