



<b>Post:</b>	<b>SEN Teaching Assistant</b>
<b>Grade:</b>	<b>1c Spinal point 2</b>
<b>Working hours:</b>	<b>29.25 hours per week</b> <b>09:00 – 15:30</b> <b>Term time only</b>

## **Paddock School**

*To Nurture, Inspire and Transform Lives*

Executive Headteacher: **Sarah Santos**

### **Job Description – SEN Teaching Assistant**

#### **Purpose of job**

Responsible, under the direction or instruction of the Class Teacher or Head of School, to work as part of a team to assist individual pupils or small groups of pupils with their learning who have moderate and/or severe learning difficulties and/or complex needs. To support access to learning for pupils and provide general support to the Class Teacher in the management of pupils in the classroom

#### **Main Responsibilities**

To work under the guidance of the Class Teacher in the performance of all general duties associated with assisting pupils within the classroom setting. This will include helping with supervision of academic work such as reading, writing and number work, telling stories, assistant with craft work, general cleaning up and practical classroom organisation. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

#### **Key Tasks**

- To work cooperatively as a part of a team for the benefit of the pupils in the class
- To provide physical and communication support using modes of communication appropriate to the individual needs of the pupils
- Supervise and support pupils ensuring their safety and access learning
- To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour
- Encourage pupils to act independently where appropriate
- To promote the acceptance and inclusion of pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Follow behaviour plans and Education and Health Care Plans;
- Attend all pupils' personal needs and facilitate toilet programmes
- Prepare the classroom as directed;



- Be aware of pupil progress and achievement and report to the Class Teacher;
- Undertake pupil record keeping;
- Support the class teacher in the management of pupil behaviour;
- Support pupils to understand instructions;
- Supporting the pupils in undertaking a range of curriculum activities as directed by the Class Teacher;
- Supporting pupils in using basic ICT and assisted technology, as directed;
- Prepare equipment and resources as directed by the Class Teacher and assist pupils in their use;
- Support the pupils in physical education;
- Oversight of lunch time supervision and supervision or assisting individual children.
- Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of pupils, confidentiality and data protection. Reporting all concerns to an appropriate person (Class Teacher or Safeguarding Officer);
- Contribute to the overall vision and values of the school;
- Appreciate and support the role of other professionals;
- Participate in the school's induction programme and other learning activities and performance development, as required;
- Accompany teaching staff and pupils on visits and trips outside of school and assist with the supervision of pupils in this setting;
- To be fully aware and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the employee's role within the school;
- To be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the employee's role.



## Personal Specification – SEN Teaching Assistant

	Essential	Desirable
<b>Qualifications</b>		
	Basic Numeracy Skills	GCSE grade C or above in Maths and English (or equivalent)
	Basic Literacy Skills	Appropriate NVQ
		First Aid Certificate
		Childcare Qualification
<b>Experience</b>		
	Working with people	Working within a school or special school
	Willingness to undertake various training to effectively support pupils with SEN	Experience of developing and delivering individual education programmes for children with specific needs
<b>Personal and Professional</b>		
	Must be well organised	Ability to organise and prioritise workload and work on own initiative
	Effective communication skills	
	Ability to maintain a positive and professional attitude	
	Ability to work as part of a team	
	Flexible and willing to contribute to the success of the team	
	Ability to develop good relations with staff and pupils and the wider school community	
	Willingness to carry out personal care routines	Training in personal care
	With training, be prepared to implement behavioural strategies	Experience working with behaviour management plan
	Awareness of principles of safeguarding and willingness to undertake further training.	