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| **SOUTHMEAD PRIMARY SCHOOL**  **JOB DESCRIPTION**  **SEN TEACHING ASSISTANT** | |
| JOB PURPOSE: | To work with groups of children/individuals and ensure all children have access to the curriculum in a safe, caring and learning environment. |
| ACCOUNTABLE TO: | Leadership Team |
| ACCOUNTABLE FOR: | Groups of children and individuals under the direction of the class teacher/Head of Base. |
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| **KEY ACCOUNTABILITIES:** | |
| **A. STRATEGIC DEVELOPMENT** To contribute to the discussion of the school’s aims and policies and participate in the implementation of policies, plans, targets and practices. | |
| **B. TEACHING AND LEARNING** (supporting teachers)  - To secure and sustain effective teaching of individuals and groups  - To develop the quality of teaching, assess the standards of pupils’ achievements and set targets for  improvement  - Support specific learning activities in Maths and English  - Prepare and maintain safe and engaging learning environments | |
| **C. LEADING AND MANAGING STAFF** To lead, manage and work collaboratively with pupils and, as appropriate, with other adults, colleagues and students | |
| **D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES**  To support subject leaders to manage resources and teaching of the subject | |
| **Key Tasks:** | |
| **A. STRATEGIC DEVELOPMENT**   * Take responsibility for implementing school policies and practice under the supervision of the class teacher, Head of Base and SENCO * To implement School Development Plan priorities as part of a team * Contribute to pupil’s learning using knowledge of school policies and practice | |
| **B. TEACHING AND LEARNING (supporting teachers and children)**  Under the direction and supervision of the teacher:   * Assist in the delivery of the curriculum by participating in day-to-day learning activities * Discuss with and report back to the teacher on the planning and assessment of a specified group’s work * Organise and maintain the learning environment * Work as part of a team to ensure that the well-being, safety, behaviour and personal development of the children in their class enhances their learning opportunities and life skills * Maintain confidentiality inside and outside the workplace * Understand and apply school policies * Take responsibility for supporting and raising achievement of children in their class under the guidance of the Head of Base, SENCo, Deputy and Assistant Headteachers and class teacher * Contribute to maintaining pupil records | |
| **C. MANAGING AND WORKING WITH PEOPLE** **(supporting school)**     * On the recommendation of the Headteacher and within the regulatory framework, deliver specified work to individual pupils and groups * Monitor and maintain curriculum resources and displays * Work as a key member of a team ensuring the well-being, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice * Support the safeguarding of pupils * Work as a team ensuring the effective organisation of lunchtime | |
| **D. DEPLOYMENT OF STAFF AND RESOURCES (supporting school)**   * Use ICT to advance pupil’s learning and confidence * Participate in organisation and accompany pupils on off-site activities under an agreed system of supervision | |
| **OTHER RESPONSIBILITES (supporting Children)**   * To supervise children during play and lunch times * Support the safeguarding of pupils * To provide first aid cover following appropriate training * To familiarise and adhere to the procedures of the school behaviour policy * To attend training as appropriate * To attend regular meetings/training with the Headteacher/Head of Base/Deputy/Assistant Headteachers * Attend to the pupils’ personal needs, including personal hygiene and self-care | |

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| **Person Specification: SEN Teaching Assistant** | | |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Competent English and Mathematics skills assessed through a standard test * NVQ2/3 (or equivalent) * Excellent numeracy and literacy skills | Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, PECS, Makaton |
| **Training /Skills** | * Be able to assist children on an individual and group basis * Explain tasks simply and clearly * Liaise and communicate effectively with others * Supervise children at playtimes /lunchtimes * Demonstrate good organisational skills * To be responsible for promoting and safeguarding the welfare of children within the school * Be able to work as part of a team | Monitor, record and make basic assessments about individual progress  Demonstrate the ability to learn and adapt from past experience  Commitment to own professional development  PECS, Makaton |
| **Experience** | * Working with young children (e.g. parent, volunteer helper, TA) * Confidence to work with pupils of a range of ages in the primary phase | Experience of working with children with Special Educational Needs  Experience of working in a Primary School |
| **Knowledge and Understanding** | * The needs of young children * Child development and the ways in which children learn * Demonstrate knowledge and basic understanding of Literacy and Numeracy | The roles played by various adults in a child’s education |
| **Personal Characteristics** | * Calmness * Confidentiality * Empathy * Enthusiasm * Flexibility * Initiative |  |