

Smallwood Primary School & Language Unit

Job Description: SEN Teaching Assistant (TA)

Smallwood Primary School and Language Unit is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Job title: SEN Teaching Assistant (Language Unit)

Salary: Scale 2 (Grade G2)

Hours: 36.00

Contract type: full-time -permanent

Reporting to: Class Teacher/SENCO

Responsible for: N/A

Main Purpose

The SEN teaching assistant will:

- Provide learning and care support for pupils with special educational needs (SEN), particularly those with communication difficulties
 - Work under the instruction and guidance of the teacher to undertake work, care or support programmes
 - Support pupils with routines, transitions and behaviour management
 - Enable access to learning for pupils and assist the teacher in the management of pupils and the classroom
 - Ensure the safety and wellbeing of all pupils
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Duties and Responsibilities

Supporting Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs, particularly those with communication difficulties
- Establish constructive relationships with pupils and interact with them according to individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Promote high standards of behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and guidelines on physical intervention
- Encourage pupils to take responsibility for their own behaviour
- Assist with the development and implementation of Individual Education Plans, Behaviour Plans and Personal Care programmes
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

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- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of pupils, including medical procedures following training
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Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
 - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
 - Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
 - Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
 - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
 - Use IT skills to advance pupils' learning and develop pupils' competence and independence in its use
 - Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
 - Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
 - Through observations, provide regular and detailed feedback to teachers on pupil progress, attainment and barriers to learning
 - Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
 - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
 - Supervise a class if the teacher is temporarily unavailable
 - Contribute to the overall ethos, aims and work of the school
 - Undertake any other relevant duties given by the class teacher or SENCO
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Working with Staff, Parents/Carers and Relevant Professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Establish constructive relationships with parents/carers
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Appreciate and support the role of other professionals

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Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
 - Ability to self-evaluate learning needs and actively seek learning opportunities
 - Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
 - Take part in the school's appraisal procedures
 - Participate in training and other learning activities and performance development as required
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Other Areas of Responsibility

Safeguarding:

- Work in line with statutory safeguarding guidance e.g. Keeping Children Safe in Education, Prevent and our safeguarding and child protection policies
 - Promote the safeguarding of all pupils in the school
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Be fully aware of 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
 - Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
 - Ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
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Support for the School:

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Provide routine clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

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Person Specification

Qualifications and Training

Essential:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
- Good numeracy/literacy skills
- Completion of Teacher Assistant Induction Programme or willingness to complete
- NVQ 2 in teaching assistance or equivalent qualifications or experience

Desirable:

- NVQ 3 in Childcare or relevant experience
- Training in the literacy/numeracy strategy
- First aid training and training in specific medical procedures as appropriate

Experience

Essential:

- Experience working with or caring for children of relevant age
- Experience working in a school environment or other educational setting
- Experience working with children/young people with special educational needs (SEN)

Desirable:

- Experience working with children with a range of communication difficulties
- Experience planning and delivering learning activities

Skills and Knowledge

Essential:

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills, particularly using IT to support learning and effective use of ICT to support learning
- Use of other equipment/technology – video, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes
- Basic understanding of child development and learning
- Ability to relate well to children and adults
- Effective implementation of the school's equal opportunities policy in all areas of work

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Personal Qualities

Essential:

- Enjoyment of working with children
 - Sensitivity and understanding, to help build good relationships with pupils
 - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
 - Commitment to maintaining confidentiality at all times
 - Commitment to safeguarding pupil's wellbeing and equality
 - Resilient, positive, forward looking and enthusiastic about making a difference
 - Capacity to inspire, motivate and challenge children and young people
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Notes

This job description may be amended at any time in consultation with the postholder. It is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.