



Paddock School

To Nurture, Inspire and Transform Lives

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

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.



Person Specification – SEN Teaching Assistant

	Essential	Desirable
Qualifications		
GCSE grade C or above in Maths and English (or equivalent)		✓
Educated to degree level or Equivalent		✓
Experience		
Experience of working with young children and their families in a multicultural environment	✓	
Experience of developing and delivering individual education programmes for children with specific needs	✓	
Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes		✓
Experience of working with students with special needs and training in moving and handling	✓	
Experience of using email / internet	✓	
Experience of using SIMS		✓
Knowledge of Treatment and Education of Autistic and Communication of children with Handicap (TEACCH), Picture Exchange Communication System (PECS) and Makaton programmes		✓
Personal		
Must be well organised	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure whilst maintaining a positive and professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Flexible and willing to contribute to the success of the team	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
IT Skills		
Experience of using Microsoft Office Suite		✓