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| **SOUTHMEAD PRIMARY SCHOOL****JOB DESCRIPTION****SEN TEACHING ASSISTANT in the ASD BASE** |
| 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
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| **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
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| **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
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| **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
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| **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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| Signed: (TA) |  |
| Signed: (DHT) |  |
| Date: |  |

**Person Specification: SEN Teaching Assistant**

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|  | **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 progressDemonstrate the ability to learn and adapt from past experience Commitment to own professional developmentPECS, 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 NeedsExperience 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
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