**JOB DESCRIPTON**

 **JOB TITLE**:1:1 SEN Teaching Assistant

**ACCOUNTABLE TO:** Assistant Head teacher, SENCO

**ACCOUNTABLE FOR:** Individual SEN pupil and groups of children under the direction of the class teacher.

 **GRADE:**  GPS 2/3 [Spine points 3-6]

 **HOURS:**  25 hours per week, 8:45 am to 2:15 pm, including 30 minute unpaid break

  **CONTRACT**: Fixed term until the end of the current academic year

**JOB PURPOSE:** To support an individual pupil taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents. To work 1:1 with an individual child with ASD, under the guidance of the teacher. To support with a range of learning disabilities and challenging behaviour within the school environment. To enable the child to engage in teaching and learning activities at a level that matches their individual needs and stage of development.

At times, support mainstream children in the school environment, under the guidance of the teacher.

##### KEY TASKS:

##### A. STRATEGIC DEVELOPMENT

* Take responsibility for implementing school policies and practice under the supervision of the class teacher and Inclusion Manager
* To implement School Development Plan priorities using teamwork
* 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 educational work programmes by participating in day-to-day learning activities, including preparation and maintenance of resources
* To assist in the monitoring of the child’s performance and to report progress
* Discuss with and report back to the teacher on the planning and assessment of a specified pupil’s work
* Work as part of a team to ensure that the wellbeing, safety, behaviour and personal development of a specified child enhances their learning opportunities and life skills
* Maintain confidentiality inside and outside the workplace
* Take responsibility for supporting and raising achievement of specified child under the guidance of the Assistant Head teachers and class teacher
* Contribute to maintaining pupil records (reading, spelling, numeracy)
* To assist the class teacher and other staff in carrying out an appropriate programme of work to meet the needs of the particular children enabling him/her to reach full potential.
* Contribute to discussion about implementation of IEP’s (Individual Education Programmes) for a wide range of pupils.
* Develop knowledge and awareness of individual pupils, so that their needs can be met to the highest possible standard.
* Remain vigilant, sensitive and responsive at all times so that pupils gain confidence, and progress and problems can be observed, reported and acted upon.
* Develop and promote pupils independence, social and communication skills, equal opportunities and racial equality including support for pupils in the community

##### C. MANAGING AND WORKING WITH PEOPLE (supporting school)

* On the recommendation of the head teacher and within the regulatory framework, deliver specified work to individual pupils and groups
* Monitor and maintain curriculum resources and displays
* Support curriculum leader with the maintenance and organisation of resources
* Work as a key member of a team ensuring the wellbeing, 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. ORGANISATION OF LEARNING ENVIRONMENT

* Uses ICT to advance pupil’s learning and confidence
* Organise and maintain the learning environment
* Prepare and present displays of pupils' work
* To encourage the children to be responsible for tidying up after themselves
* To ensure the tables are left clean and tidy and the learning environment is tidy at the end of each session
* Participate in organisation and accompanies pupils on off-site activities under an agreed system of supervision

**E. PERSONAL CARE**

* Attend to the personal care needs of pupils including nappy changing, toileting, toilet training, dressing, feeding, general hygiene and safety, manual handling and positioning if required.

**F. BEHAVIOUR MANAGEMENT**

* Implement behaviour management programmes within school and the community, including 1:1 supervision where necessary
* Support individual pupils who have challenging behaviour to ensure their access to the curriculum
* To help the child focus his/her attention and keep on task.
* To help the child develop positive relationships with other children and adults.
* To be ready to listen to the child and offer appropriate support when necessary.
* To provide feedback to enhance the child’s esteem and to encourage acceptable behaviour

**Safeguarding Children**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act, Keeping Pupil's Safe in Education and the school's own Safeguarding Policy in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.

To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

**OTHER RESPONSIBILITES**

* Assist pupils on arrival and departure from school
* Support class teachers in photocopying and other tasks in order to support teaching
* To make sure children enter the hall a class at a time and sit quietly in their place
* To ensure the dining area is ready to receive children for lunch
* To ensure children line up sensibly at the serving counter to receive their lunch
* To ensure children sit sensibly and put their hands up when they need attention
* To encourage children to eat healthily and finish their lunch
* To teach children how to use a knife and fork appropriately
* To encourage good table manners in a quiet and orderly environment
* To discuss any concerns at lunchtime with class teacher
* To lead and contribute to a varied range of outdoor and indoor activities (during wet play)
* To be familiar with playground rules and procedures and encourage children to solve playground problems
* To supervise children in their activities
* 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 meetings/training with the Head teacher/Assistant Head teachers
* Maintain confidentiality
* Set a good example in terms of dress, punctuality and attendance
* Be proactive in matters of Health & Safety
* Undertake other duties from time to time as the head teacher requires

**Person Specification**

**1:1 SEN Teaching Assistant**

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| **Key****Knowledge** | Knowledge of the needs and social dynamics of providing an effective environment in a classroom setting |
| **Relevant****Experience** | **Essential:** At least one year's experience working with children both in an individual and group settingAt least one years’ experience in providing SEN support |
| **Key** **Competencies** | **Team work:** Works in a positive and co-operative way, learning from others and contributing to the development of the team.**Caring Effectively:** Demonstrate sensitivity, respect and kindness towards pupils, ensuring their needs are met within care plans. **Communicating in Writing:** Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.**Communicating Orally:** Communicates positively and successfully with pupils, colleagues and external visitors by listening and responding appropriately**Literacy and Numeracy:** Educated to Level 2 or above, able to demonstrate good level of literacy and numeracy skills**Making Decisions:** Makes effective decisions based upon an analysis of all pertinent information, ensuring the these are communicated effectively with others**Demonstrating Resilience:** Demonstrates positive, controlled and consistent behaviour even in crisis situations**Maintaining Integrity:** Sets clear boundaries, maintains personal integrity and adheres to good practice.**Respecting Diversity:** Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.**Planning:** Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment. **Creativity:**Employ creativity, flair and imagination, and demonstrate energy and enthusiasm in a succession of large scale classroom and school projects e.g. displays, schools plays, open days.**Development:** recognises the importance of professional development and is committed and to undertake appropriate professional development where necessary  |