**1:1 SEN Teaching Assistant**

NAME:

DURATION: Event Linked contract to provide 1:1 support for specific SEN child

POST:  **1:1 SEN Teaching Assistant**

GRADE: Scale 1D, Spine points 10 -11

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

**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.

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

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

**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  |
| ASSISTANT HEADTEACHER | TEACHING ASSISTANT |
|  | DATE |  | DATE |
|  |  |