



Uffington Church of England Primary School

Appointment of 1:1 SEND Teaching Assistant

Thank you for your interest in the position of 1:1 SEND Teaching Assistant at our school.

We are a small and friendly school with a tight-knit team of committed staff. The successful applicant will be able to work as part of a happy and hard-working team and communicate effectively with children and colleagues alike. We are a Church school and it is important that the successful applicant understands and can promote the Christian values which underpin the ethos of our family-orientated school.

This post is to support a child in Year 3 with an Education & Health Care Plan. The child has a medical diagnosis of Autistic Spectrum Condition with sensory needs and communication difficulties.

The appointed adult will be supporting the child with Speech and Language intervention. They will be guiding all transitions throughout the day including using an individual timetable. The child may also need sensory aids and sensory circuit type activities. The adult will be assisting the class teacher in delivering an individualised / differentiated curriculum with reasonable adjustments to meet his needs. The adult will also be responsible for supporting the child's emotional health and well-being.

The successful candidate positions will work closely with teaching and non-teaching staff to support access to the curriculum as well as maintaining close communications with home and outside agencies. There is an expectation that although the post is to support a named child, the successful candidate will also contribute to teaching and learning within the class as a whole.

Applicants should hold an appropriate qualification in learning support and ideally have had experience in working with children with additional needs. They should be literate and numerate to GCSE or equivalent level.

The school is committed to the development of all its staff and there is an expectation that support staff will engage in training days and courses as appropriate to their role. Teaching assistants have a role to play in promoting the well-being of our children and we provide training in first aid and safeguarding. This post is subject to an enhanced DBS disclosure.

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The position is for 17.5 hours a week, working mornings during term time only. The salary range is £22,737 to £23,893 *PRO RATA* per annum which equates to £10,501 - £11,035, with salary paid monthly (equated pay). The hours are 8:30am to midday. The salary includes paid holiday but holidays may not be taken during term-time. As this post is specifically to support a child with an Education Healthcare Plan, the position will only be available while the child is on the school roll. Should the child be moved to another setting, the contract would be terminated.

The standard job description for Teaching Assistants employed by Lincolnshire County Council can be found below:

Employment of Ex-Offenders

The Rehabilitation of Offenders Act 1974 allows cautions and convictions to be considered spent (legally ignored) after a specific amount of time. This is known as the 'rehabilitation period'.

When the person has spent convictions, the law treats the person as if they had never committed an offence. They no longer have to disclose cautions or convictions.

*However, most positions in health and social care or work with children and young people, including this position, are exempt from this Act, meaning applicants **must** make a disclosure, even if they are past the rehabilitation period.*

LINCOLNSHIRE COUNTY COUNCIL	
JOB DESCRIPTION	
DIRECTORATE: Education and Cultural Services	Division / Section / Branch: Education
Service / Sub-division: Schools	Employee's Name:
JOB TITLE: Teaching Assistant Level 1	SAP Position Number:
GRADE: G3 : Points 6 - 9	
REPORTS TO: Headteacher	

1	<p>PURPOSE OF JOB: To work with individual children having special or particular needs, in accordance with the child's EHC Plan where appropriate and / or groups of children as directed by the teacher. To provide support to the Headteacher / Teacher across a range of child-centred activities to promote child development and learning.</p>
2	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES</p> <p>1 <u>School related:</u></p> <ul style="list-style-type: none"> i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. ii. Assist with the planning and preparation of activities, and in the delivery of local and national initiatives, e.g. National Curriculum iii. Participate in the preparation of the classroom iv. Monitor children's needs and report these to a designated person v. Keep records as required by the school vi. Have familiarity with all relevant statements of special educational needs specific to the child

2	<p><u>Child related:</u></p> <ul style="list-style-type: none"> vii. Promote development and learning (physical, emotional, educational, social). Foster growth, self-esteem and independence, observe and record development viii. Support those with special needs ix. Carry out reasonable daily personal care / hygiene duties and administer basic first aid x. Assist with the movement of children in and around school
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3	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct management responsibilities but is required occasionally to demonstrate duties, give advice and guidance to employees, students or trainees</p>
4	<p>CREATIVITY AND INNOVATION</p> <p>Required to be creative when assisting with the planning of activities</p>
5	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children and their parents / carers, other employees at the school. Liaise with other professionals under the supervision of the teacher.</p>
6	<p>DECISIONS</p> <p>a) Discretion</p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p> <p>b) Consequences</p> <p>Any errors should be easily identified and rectified</p>
7	<p>RESOURCES</p> <p>Personal possessions of others</p>
8	<p>WORK ENVIRONMENT</p> <p>a) Work demands:</p> <p>Subjected to conflicting priorities due to curriculum and care needs</p>
	<p>b) Physical demands:</p> <p>Subjected to considerable physical demands due to the height of furniture</p>

	<p>c) Working conditions:</p> <p>School based and requirement to undertake duties of a personal nature</p>
	<p>d) Work context:</p> <p>Potential risk to well-being through hygiene duties and possible aggression from parents / carers</p>
9	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>Desirable to the postholder to have GCSE or equivalent in Maths, English or equal level of competency (NVQII or higher).</p>
10	<p>GENERAL</p>
<p>Job Evaluation</p> <p>This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Lincolnshire County Council.</p>	
<p>Other Duties</p> <p>The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	
<p>Equal Opportunities</p> <p>The postholder is required to carry out the duties in accordance with Lincolnshire County Council's Equal Opportunities policies.</p>	
<p>Health and Safety</p> <p>The postholder is required to carry out duties in accordance with Lincolnshire County Council's Health and Safety policies and procedures.</p>	

If you wish to visit the school or would like to discuss the post further, please do not hesitate to contact the school.

Mr A. Evans
Headteacher

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