Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

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Ensuring Exceptional Educational Outcomes For All

UPPER BATLEY HIGH SCHOOL

Job Title: Educational Teaching Assistant - Special Educational Needs (SEN)	**Grade: 6**
Department: SEN	**Accountable to: SENDCo**
Contractual Terms: Temporary in the first instance	**Responsible for: N/A**

Overall Purpose of the Job:

To work closely with individual learners or small groups to provide specific support to meet their individual learning needs.

Key Duties and Responsibilities:

- Support teachers in lessons/intervention sessions with individual learners or small groups to help them understand the content of the lesson.
- Provide day to day support to learners in terms of their attainment, behaviour and wellbeing regardless of their starting point or background.
- Work closely with other staff such as Year Leaders and Teachers to ensure that learners are appropriately supported.
- Liaise with parents/carers where necessary.
- Attend meetings with departments and/or the SEND team.
- Assist teachers in the planning cycle and the management/preparation of resources.
- To provide basic clerical duties where required e.g. photocopying, filing, displays for departments where required.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential (E) Desirable (D)	How Assessed Interview (I) Application (A)
Qualifications:	Education to A Level standard (or equivalent). NVQ L3 for Teaching Assistants (or equivalent qualifications) or experience.	E E	A A
Experience:	Experience of working with children/young people. Experience of assisting classroom teachers in delivering the curriculum and supporting learning in a school setting	E E	A/I A/I
Knowledge and Statutory Requirements:	Knowledge and interest in Secondary Education. An understanding of child development and learning	E E	A/I A/I
Mental demands	Ability to be able to use creatively, judgement and problem solving skills on a daily basis.	E	A/I
Interpersonal & Communication:	Good communication and interpersonal skills to relate to staff and learners. Ability to remain calm under pressure. Confident and enthusiastic.	E E E	A/I A/I I
Personal Qualities:	Ability to contribute to effective team working. Effective time management.	E E	I I

<u>Main Contacts:</u> The post holder must always project a professional image when dealing directly with learners, staff, governors, parents/carers and external bodies.

<u>Characteristics of the post:</u>
The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: June 2022

Signature of Post holder: …… **Date:** ……..

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Interview", this may involve written exercises, group discussions, presentations, interview, etc.