**Job Advert for SEND Teaching Assistant Role**

**Name of School**: Federation of St Joseph’s Catholic Infant & Junior Schools

**Address of Infant School**: Waverley Avenue, Wembley, HA9 6TA

**Address of Junior School**: Chatsworth Avenue, Wembley HA9 6BE

**Name of Executive Head Teacher**: Mrs A Whelan

**Te**l: 0208903 6032 (Infant) or 0208 902 3438 (Junior)

**Job Title**: SEND Teaching Assistant

**Salary range**: Scale 2 points 3- 4 (£22,737- £23,114 plus London weighting £2,175)

**Actual Pro rata salary** is £19,496 - £19,791 (inclusive of. L.W.) (Depending on experience and qualifications)

**Hours:** Part Time – 8.30-3.30 Monday to Friday, term time only, 39 weeks a year

**Closing Date: To remain open until position is filled**

**Interview Date: TBC**

**Start Date: As soon as possible**

|  |
| --- |
| We Follow Christ’s Footsteps in Love. |
| St. Joseph’s is a friendly, family focused school so you must be a flexible team player with a positive ‘can do’ approach. We believe that with everyone working together as a team, we can ensure that each individual child reaches their full potential in a secure and loving environment. By living out our Mission Statement daily, we aim to help each child to develop their relationship with God and each other. |
| **An opportunity to join an effective team at a successful school, who will be able to complement our dedicated hardworking staff.** The Federation of St Joseph’s Catholic Infant & Junior Schools are looking for an experienced and enthusiastic SEND Teaching Assistant who would like to work with primary aged children in our friendly and happy school. You will support children with Special needs in and out of the classroom. We are looking for hard working, flexible and enthusiastic people, with a passion for working with children and the desire to make a difference.* You must be able to commit to the aims and ethos of our Catholic School.
* You will be flexible and willing to work within the federation and primary age range.
* We are looking for someone who is caring, kind and patient who is able to implement school strategies.
* You must have experience of working with children and a personal or professional understanding of special needs**.**
* A flexible approach, a sense of humour, reliability, punctuality, stamina, resilience and the ability to work under pressure are essential.
* You will need to be able to work well as part of a supportive team and take direction from the class teacher and SENDCO, use your own initiative and build a strong relationship with the children.
* Your role will be to support teachers with classroom practice and pupils in their academic, social and emotional learning.
* You will be committed to providing the best opportunities for all of our children and ensuring every child is supported to achieve their full potential.
 |
| **We are looking for someone:** * Experience of working on a one-to-one basis with students with specific needs

under the direction of teachers.* Knowledge of relevant education policies, procedures and legislation.
* Confidence working using your own initiative and to prioritise between conflicting demands
* Can work flexibly as a member of a team
* Be an excellent communicator with good interpersonal skills
* Able to take responsibility for carrying out designated tasks in an accurate and timely manner
* Excellent numeracy and literacy skills (candidate will be tested on these skills)
* Able to organise and prioritise their own workload
* Willing to provide support to colleagues
* Sensitive and understands confidentiality and the importance of safeguarding.
* Willing to attend any relevant training required for the role

**The main areas of responsibility will include:*** Be aware of and support school policies and procedures.
* Work with individuals, or small groups of children, to assist in the delivery of the planned curriculum, as directed by the Class Teacher.
* Set up group activities under the guidance of the Class Teacher / Subject Leaders. Work with children on practical activities, giving assistance and encouragement.
* Read to, and with, small groups of children, on curriculum activities.
* Assist in the planning, creation and mounting of displays of the children’s work.
* Provide support and assistance for children’s pastoral needs (e.g. promoting self-esteem, and overall well-being of the child).
* Report any concerns regarding children’s welfare or education to Class Teacher.
* Assist with the preparation of resources
* Have awareness of and contribute to good behaviour throughout the school.
* Attend appropriate staff meetings and training days / events as requested.
* Supervise and provide support and assistance to individuals and groups of pupils, ensuring their safety and access to learning activities.
* Undertake structured and agreed learning activities and teaching programmes
* Adjust learning activities and teaching programmes to take account of pupil needs and responses.
* Enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
* Contribute to the overall ethos, work and aims of the school.
* Establish constructive relationships with pupils and interact with them according to their individual needs.
* Be a First Aider and meet the personal care needs of all pupils.
* SEND Learning Supports will remain responsible for their individual child and will assist with all the above.
* Any other duties required by the Class Teacher / SENDCo, Headteacher, within the scope of this post

**How to apply**Please contact the schools on **020 8903 6032 (Infant)** or **020 8902 3438 (Junior)** for further details.The application form may be downloaded from the school website: [www.sjinf.brent.sch.uk](http://www.sjinf.brent.sch.uk) or [www.sjjnr.brent.sch.uk](http://www.sjjnr.brent.sch.uk) and forwarded to the Infant/Junior school offices or by post or e-mailed to: rmolaie@sjjnr.brent.sch.uk.Visits are welcomed and can be arranged by contacting Ms Roza Molaie, School Business Manager.**Closing Date: To remain open until position has been filled.** **Interview Date: TBC**The schools are committed to safeguarding and promoting the welfare of its children and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and an enhanced DBS check |
| **Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check.** |