



ST ANTONY'S CATHOLIC PRIMARY SCHOOL

Headteacher: Miss Chantal Pampellonne

Mornington Road, Woodford Green, Essex IG8 0TX

Tel: 020 8504 4706 www.stantonyscatholicps.co.uk

JOB TITLE: SEN Teaching Assistant/Learning Support Assistant

SCALE: LBR 3 Pt 5-6 Term time only

Reports to: Deputy Head/SENCO

Responsible for: To work with an individual and/or small groups of pupils on activities directed by the teacher responsible

RELATIONSHIPS: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

You are required to actively promote the aims of the school as seen in the Mission Statement and to strengthen the Catholic ethos of St Antony's.

Main Purpose

- To provide all aspects of care and support for the child/children
- To prepare materials and equipment and assist in the maintenance and care of such resources
- To carry out general responsibilities to support the work of the school
- To assist with the lunchtime supervision, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Main activities

To carry out planned programmes/curriculum with individuals and groups of children as directed by the class teacher.

To carry out general and social educational programmes with children as directed by the class teacher.

To support behaviour programmes as directed by the class teacher.

To contribute to the maintenance of informal school records.

To carry out observation schedules on the pupils.



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To attend and participate in Annual Reviews and progress meetings on named individual child/children.

To prepare materials and equipment as required.

To be involved in any staff meetings to support the work of the school.

To organise any further responsibilities allocated by the Headteacher.

Person Specification

Experience in the following areas would be an advantage:

Experience of dealing with children with special educational needs or difficulties

Experience working with children who have learning/behaviour/communication difficulties

Experience of contributing to children's records and annual review's

Ability to follow a written/verbal instruction

Ability to record clear, precise observations of children

Ability to work positively and supportively with children who exhibit complex and difficult behaviours and/or special medical needs

Willingness to engage professional development/interest in SEN/ASD education

Ability to develop good, collaborative working relationships with colleagues

Desirable skills:

Experience of working with children with ASD

Experience in use of alternative communication systems such as PECS

Experience of Speech and Language strategies



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General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Please note that ALL holidays must be taken during the school holidays.

God is at the heart of our school