



Teaching Assistant: 1:1 SEN Support

Job Title: 1:1 SEN Teaching Assistant

Salary: Scale 3

Contract type: Fixed Term

Reporting to: SENCo & Head of Inclusion

Main Duties and responsibilities

1. To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.
2. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about Personal Learning plans and targets.
 - Contribute to annual reviews of Education Health and Care Plans, contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil.
3. To provide personal care when it is necessary for the pupils needs, this is to include: administering medication as directed by the medical professionals - training will be provided if it is necessary; changing of nappies and helping with washing as and when necessary.
4. To establish supportive relationships with the pupil concerned.
5. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
6. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

7. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance, self-esteem and resilience.
8. To mark pupils' work under the direction of the class teacher.
9. To support the pupil in developing social skills both in and out of the Classroom.
10. To support the use of ICT in learning activities and with specific programmes to support learning.
11. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted and specific interventions.
12. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
13. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
14. Where appropriate, to know and apply positive handling techniques for which training will be provided if needed.
15. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
16. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
17. To be aware of confidential issues linked to home/pupil/teacher/school.
18. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
19. To take part in training activities offered by the school to further knowledge and skills of working with a child with social/emotional and learning difficulties.
20. To support playground/break time supervision e.g. educational games, homework clubs etc.
21. To accompany teacher and pupils on educational visits.

22. To provide individual support, as required, during examination sessions.

23. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

Signature:

Date:

Line Manager Signature:

Person Specification – 1:1 SEN Support Teaching Assistant

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • GCSE English and Maths • A Childcare qualification or NVQ/Teaching Assistant Qualification Level 3 	/	/
Experience & Knowledge <ul style="list-style-type: none"> • Experience of working with children in an educational setting • Experience of working with children with complex physical needs and/or visual impairment. • Knowledge and understanding of the importance of the school's Health and Safety policy • Understanding of and commitment to work within the scope of the school's equal opportunities policy • Experience of adapting resources and using ICT to support learning for pupils with complex needs is desirable. 	/	/
Skills & Ability <ul style="list-style-type: none"> • Ability to work as part of a team • Able to communicate effectively with a range of people • Excellent listening skills • Well organised and practical • Ability to diffuse conflict • Adaptable and flexible • Calm under pressure • Able to form and maintain a range of Teaching and Learning strategies • Able to form and maintain appropriate professional relationships and boundaries with children and parents • Able to organise and deliver classroom activities • Able to implement a range of Teaching and Learning strategies which has been modelled and demonstrated. • Able to deal with sensitive information in a confidential manner • Able to use initiative within the classroom 	/	/

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Additional Factors		
• Have a caring and positive nature	/	
• Prompt and reliable	/	
• Prepared to undergo training appropriate to the post	/	
• Ability to work in line with the school's behaviour policy		
• To be able to work within the guidelines of the Safeguarding Children and Young People's policy	/	
• Willingness to attend and participate in meetings to review pupil progress	/	
• Ability to monitor and evaluate pupil performance	/	
• Resourceful and flexible	/	
• Tolerant and resilient	/	
• Effective communicator	/	
• An appreciation of a sense of humour	/	
• Knowledge of legislation and guidance relating to working with and the protection of children	/	
• Commitment to the safeguarding of children	/	
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