

JOB DESCRIPTION

Post SEN Teaching Assistant

Responsible to SENCo / Deputy Headteacher / Headteacher / Class Teacher

- To work under the direct supervision of teaching staff, usually in the classroom with the teacher to support access to learning for pupils.
- To provide specific support for children with special educational needs.

Support for the pupils

- By undertaking teaching and learning activities with individuals or groups and promoting independent learning.
- To establish good relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
- Promote and support the inclusion of all pupils
- Encourage pupils to interact and engage in activities led by the teacher.
- Recognise and respond to equal opportunities issues as they arise having regard for school policy

Provide pastoral support to pupils

- Collect and supervise pupils withdrawn from, or otherwise not working to, a normal timetable
- Attend to pupils' personal needs and provide advice to assist in their emotional, social, health and hygiene development
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Support for the teacher

- Contribute to the selection and preparation of teaching resources which meet the needs and interests of the pupils.
- Undertake pupil record keeping as requested.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Gather information from parents as directed.
- Provide clerical support as directed, for example; photocopying, filing, laminating.

Support for the curriculum

- Support pupils to understand instructions.
- Support pupils with learning strategies as directed by the class teacher e.g. in literacy and numeracy.
- Support pupils using basic ICT.

- Prepare and maintain equipment and resources as directed by the teacher.
- To be aware of and follow guidelines and procedures relating to child protection, behaviour and relationships, safeguarding, health and safety and security, data protection, reporting concerns to the appropriate staff.
- Contribute to the overall aims and ethos of the school.
- Attend relevant meetings as required.
- Participate in training and professional development opportunities.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To work constructively as part of a team and understand class room roles and responsibilities including your own position in all of these.

Person Specification

Essential	Desirable
<p>Experience/ Qualifications:</p> <ul style="list-style-type: none"> • A good standard of numeracy and literacy skills • Evidence of working/ volunteering in primary school to support children's learning 	<p>NVQ2 or NVQ3 in relevant field (e.g. supporting learning)</p> <ul style="list-style-type: none"> • Recent experience of working with children • Experience of working with a range of special educational needs • Experience of working in a multicultural setting • Experience of supporting children with emotional and behavioural needs • First Aid training
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Effective communication skills – both verbally and in writing • Team player – ability to work closely with colleagues • Sense of humour • High expectations of him/herself and others • <p>Patience</p> <ul style="list-style-type: none"> • Ability to take initiative • Eagerness to learn/ undertake professional development • Reflective 	