

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Directorate of Education & Children's Services
Post Reference No:	Location: The Kennet Federation (Katesgrove & Southcote Primary Schools)
Job Title: Special Education Needs Teaching Assistant (SEN TA)	Grade/Salary Range: RG4 Gauge Code: Q403

JOB PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/small groups and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to: SencCo

Responsible for management and up keep of SEN Resource Bay and for supporting other TAs working with children with SEN

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and skills to support pupil's learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Help to develop, implement and review IEPs
- Promote the inclusion and acceptance of all pupils in and around school
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage pupils in all activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER/SENCo

- Monitor and evaluate pupils responses to learning activities through observation and planned recording of achievement against pre determined learning objectives
- Provide accurate and objective feedback and reports as required to both class teacher and SENCo on achievement , progress and other matters
- Be responsible for keeping and updating records as agreed with SENCO, class teacher or outside professionals, contributing to reviews of systems/records as requested
- Undertake marking as required following marking and assessment policy guidelines

- Promote positive values, attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively with parents/carers as agreed with SENCo/class teacher
- Provide general clerical/admin support
- Production of lesson plans, worksheets etc
- Develop and maintain positive working relationships with colleagues and contribute to the overall ethos/work/aims of the school

SUPPORT FOR CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, including those activities recommended by outside specialist agencies
- Deliver local and national learning strategies e.g. E.L.S and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Select and prepare resources necessary to lead learning activities, taking account of pupils interests, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, positive handling 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
- Establish constructive relationships and communicate with other professionals/agencies in liaison with SENCo to support achievement and progress of pupils
- Attend and participate in meetings when appropriate
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits , trips and out of school activities as required

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - Please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified.

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

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QUALIFICATIONS/EDUCATION/TRAINING:

- Excellent numeracy/literacy skills - equivalent to NVQ Level 2 minimum in English and Maths
- Training in relevant learning strategies e.g. literacy
- Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, dyslexia

EXPERIENCE:

Experience working with children of relevant age in a learning environment who may have a range of identified Special Educational Needs

SKILLS AND ABILITIES:

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Full working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Ability to support and cascade expertise and knowledge to other Teaching Assistants
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children, adults and external professional providers
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

SPECIFIC WORKING REQUIREMENTS:

