



JOB DESCRIPTION

Job Title: SEN Teaching Assistant

Salary: TPAT Point 4

Responsible to: Headteacher, SENCO, Teaching Staff

Direct Supervisory Responsibility for: None

Important Functional Relationships: Internal/External: TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

- To take a pro-active role in the support of the educational, social and physical needs of the pupils.
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils. To meet the needs of pupils with specific special education needs, within an ARB or a mainstream setting.

Main Duties and Responsibilities:

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible;
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem;
- 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;
- To supervise an individual or small group of children within a class under the overall control of the teacher;
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required;
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision;
- To accompany children on educational visits and outings as supervised by the teacher;
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback to the teacher or Headteacher as appropriate;
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information;

- ☐ To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's;
- ☐ To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils;
- ☐ To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures (if trained);
- ☐ To carry out administrative tasks associated with all of the above duties as directed by the teacher;
- ☐ To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training;
- ☐ To meet the needs of incontinent pupils;
- ☐ To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training, school policies and procedures.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate; ☐
To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



Truro and Penwith Academy Trust

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall

PERSON SPECIFICATION – SEN Teaching Assistant

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Good levels of literacy and numeracy Qualified to NVQ level 2 or equivalent in a relevant area	Completion of the DfES Induction for Teaching Assistants CLANSA or Cornwall Certificate in SEN	Application Certificates
Skills and Experience	Experience of working with children Organisational skills Good communication skills Able to prioritise between different demands Able to work to deadlines Self-motivated, and able to work in a team	Experience of working with children in a school or similar environment	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT) Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of a range of issues relevant to education and child development	Application Interview Assessment

Behaviours and Values	Patient, kind, calm and empathetic Able to prioritise between different demands and to work to deadlines Ability to liaise and communicate effectively and appropriately with parents and specialists Effective team player Trust and Integrity	Ability to show initiative Ability to identify own professional development needs and be willing to act upon them Confident user of ICT	Application Interview Assessment
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January 2023