



# Nightingale Primary School: Job Description

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| <b>Job title</b>       | SEN Teaching and Learning Assistant   |
| <b>Salary</b>          | LBR3 (£27,030 - £27,438 pro rata)   |
| <b>Contract type</b>   | Full Time (33.75 hours per week, 44.46 weeks per year / 44.92 after 5 years continuous service) |
| <b>Reporting to</b>    | SENCO and AHT   |
| <b>Responsible for</b> | N/A   |

## 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/groups of children with Educational Health Care Plans, monitoring pupils and assessing, recording and reporting on pupils' achievements, progress and development.

## Main duties and responsibilities

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.



- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Any other duties consistent with the purpose and grade of the post.

### **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.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role.





# Nightingale Primary School: Person Specification

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|--|-------------------------------------|--------------|------|
| <b>Job Title</b>   | SEN Teaching and Learning Assistant | <b>Grade</b> | LBR3 |
| <b>School</b>  | Nightingale Primary School          |              |      |
| <p><b>Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Level 3 Qualification or higher, or relevant experience (to work in the EYFS, this must be a recognised Level 3+ EYFS qualification)</li> <li>• First aid training/training as appropriate.</li> <li>• Training in the relevant learning strategies e.g. literacy or PECS.</li> </ul>   |                                     |              |      |
| <p><b>Experience/Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with, or caring for, children of relevant age.</li> <li>• Experience of working with children who have a specific educational need e.g. Autism.</li> <li>• Understanding of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Basic understanding of child development and learning.</li> <li>• Good numeracy/literacy skills.</li> <li>• Effective use of ICT to support learning.</li> <li>• Effective use of other equipment technology – PC and iPad</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul> |                                     |              |      |
| <p><b>Other job requirements:</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS check.</li> <li>• Social media check.</li> </ul>   |                                     |              |      |

