



**St. Michael's  
CE Academy**

## **Job Description**

**SEN Educational Teaching Assistant**

# Job Description

**Job title: SEN Educational Teaching Assistant (SCP 5-6)**

## **PURPOSE OF JOB**

To work under the guidance of Teaching/Senior Staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This role will predominantly be working within the 12 place provision for pupils with SEND

## **KEY AREAS**

1. Teaching support
2. Pupil support
3. Curriculum Activities
4. General

## **DUTIES AND RESPONSIBILITIES**

- 1. Teaching Support**
- 1.2 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.3 To work under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupil.
- 1.4 Under the guidance of the Teacher provide one-to-one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- 1.5 To report to the Teacher any pupil problems or behavioural difficulties in accordance with school policy.
- 1.6 To assist where required in the planning of learning activities.
- 1.7 Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- 1.9 To assist in classroom and school displays of work.
- 1.10 To undertake routine clerical duties including bulk photocopying etc
- 1.11 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 1.12 To provide specialist knowledge or expertise to support the learning activities of pupils either individually or in a group or within whole classes

## **2. Pupil Support**

- 2.1 To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- 2.2 To assist with the supervision of pupils ensuring their safety and access to learning
- 2.3 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.4 To provide individual assistance of assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.

## **3. Curriculum Activities**

- 3.1 To contribute to the presentation of pupils' work and maintenance of display areas.
- 3.2 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.3 To attend and contribute to duty related meetings as required.
- 3.4 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

## **4. General**

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

- 4.1 Be aware of and support difference and ensure equal opportunities for all.
- 4.2 Contribute to the overall ethos / work / aims of the school.
- 4.3 Appreciate and support the role of other professionals.
- 4.4 Attend and participate in relevant meetings as required.
- 4.5 Participate in training and other learning activities and performance development as required.
- 4.6 Carry out your duties with due regard to current and future School / Trust policies, procedures and relevant legislation.

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust responsibilities towards safeguarding.

### **Safeguarding Statement**

Enhance Academy Trust is committed to ensuring the actions we take, keep children safe and protect them from harm in all aspects of their school life. The Trust is committed to safeguarding and promoting the welfare of all our pupils. The actions that we take to prevent harm, to promote well-being, to create safe environments, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the Trust. We recognise our moral and

statutory responsibility and make every effort to provide a safe environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe they are being listened to.

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To view our Safeguarding and Child protection policy please visit the school website [www.stmichaelsceacademy.org.uk](http://www.stmichaelsceacademy.org.uk)

To view our Recruitment of Ex-Offenders policy please click on the following link [Enhance Academy Trust - Policies](#)

<b>Specification for the post</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Level 3 Early Years/Teaching Assistant/Support in Teaching and Learning or willingness to work towards</li> <li>• Level 2 Numeracy and Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting pupils with S.E.N. Level 2 or 3 qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Working and caring for children</li> <li>• Effective use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection issues</li> <li>• Health</li> <li>• Safety &amp; Security issues.</li> <li>• GDPR issues &amp; regulations</li> <li>• Paediatric First Aid certificate or agreement to undertake the qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and drive</li> <li>• Ability to work under pressure</li> <li>• Flexibility</li> <li>• Attention to detail</li> <li>• Excellent role model</li> <li>• Sense of humour</li> </ul>	

	<ul style="list-style-type: none"> <li>• Willingness to support and contribute to school events both in and out of school.</li> </ul>	
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of resources</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>• The ability to relate well with children and adults</li> <li>• The ability to work as a member of a team.</li> </ul>	