

SEN TEACHING ASSISTANT JOB DESCRIPTION

The successful applicant will carry out the responsibilities of a level 2 teaching assistant as they apply to the specified child. If the child is absent they will work as a general level 2 teaching assistant.

LEVEL 2 - working under guidance to deliver learning

Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

Establish and maintain relationships with individuals and groups

- Establish relationships with individuals
- Establish relationships with groups

Support pupils during learning activities

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging students to take responsibility for their own learning and promoting development of self-esteem

Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

Assist in preparing learning environment

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

Promote social and emotional development of pupils

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of pupils

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance

Support use of ICT in the classroom

- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

Provide support for multilingual/bilingual pupils

- Knowledge of the school's policy for supporting multilingual/bilingual pupils
- Explain purpose of activities to children
- Agree with teacher strategies for supporting pupil
- Knowledge of school's policies for inclusion, equal opportunities, multiculturalism and anti-racism
- Help pupils to access curriculum and support development of target language
- Utilise cross curricular opportunities to develop target language skills
- Deal with the challenges of the language demands of learning activities in ways that maintain pupil confidence and self-esteem

Help pupils to develop literacy and numeracy skills

- Knowledge of school's policies for literacy and Numeracy
- Working with individuals and groups on number or literacy tasks

Provide literacy/numeracy support to allow access to curriculum

- Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

Liaison with other team members and parents in a professional manner

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

PERSON SPECIFICATION

Level 2

Qualifications

- A good level of English and Maths
- A Childcare qualification would be desirable

Experience/Knowledge

- Proven successful experience of working with children in an educational setting
- Experience of working with autistic children
- Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
- Knowledge and understanding of the importance of the school's Health and Safety policy
- Understanding of and commitment to work within the scope of the school's equal opportunities policy

Skills and abilities

- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills
- Well organised and practical
- Ability to diffuse conflict
- Adaptable and flexible
- Calm under pressure
- Able to form and maintain a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with children and parents
- Able to organise and deliver classroom activities
- Able to implement a range of Teaching and Learning strategies
- Able to deal with sensitive information in a confidential manner

Additional factors

- Have a caring and positive nature
- Prompt and reliable
- Prepared to undergo training appropriate to the post
- Work in line with the school's behaviour policy
- Work within the guidelines of the Safeguarding Children and Young People's policy
- Willingness to attend and participate in meetings to review pupil progress
- Ability to monitor and evaluate pupil performance