

JOB DESCRIPTION

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	SEN Teaching Assistant
Salary/Range:	£21,675FTE
Hours:	30.5 hours per week - Permanent
Base:	Nancealverne School
Responsible to:	Headteacher/Teaching Staff
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External	Teachers, pupils, support staff, parents

Main Purpose of Job:
<ul style="list-style-type: none"> 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 assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of pupils with specific needs for learning support in relation to severe physical, learning and complex behavioural difficulties.

Main Duties and Responsibilities:
<ul style="list-style-type: none"> 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 pupil/s concerned and to encourage acceptance and inclusion of all pupils. To encourage social integration within the school setting and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem. 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 assess, monitor and record children's progress through IEPs. To assess, monitor and record of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or senior leadership team as appropriate. To work independently with groups of children on specific tasks and activities. To oversee, manage and supervise groups of children undertaking lesson activities independently on an occasional basis, under the overall responsibility of the teacher. To be aware of confidential issues linked to home/pupil/teacher/school and to ensure the confidentiality of such sensitive information. To administer minor first aid (as trained) and assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure).

- To assist with the physical and medical needs of pupils requiring specialist personal hygiene, self-care (including incontinence) and to manage the physical needs of young people with regard to health and safety as required.
- To attend to the physical and medical needs of pupils requiring specialist care, for example assisting with one-to-one feeding, administering medication etc.
- To meet the mobility needs of pupils assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- To meet the needs of pupils with emotional and behavioural difficulties. To support the teacher in the management of pupils with challenging behaviour so as to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To attend class meetings, staff meetings and school-based INSET as required.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To be responsible for monitoring the use of and maintaining materials and equipment within the classroom. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To undertake other duties appropriate to the grading of the post as required.

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy'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 Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Maths and English GCSE grade C or above	Childcare or Education related qualification	Application
Skills and Experience	<p>Have good skills in basic communication, literacy and numeracy</p> <p>Previous experience working in a school.</p> <p>Willingness to take on new challenges. This position will include extensive training annually covering Safeguarding, TeamTeach, personal care and medical certificates depending on the needs of class (feeds, epilepsy training, etc.)</p> <p>A warm and empathetic personality is vital, as is a desire to work professionally with others to ensure we provide the best possible support for our pupils.</p> <p>SEN experience</p>	<p>Confident to work independently with a group of children</p> <p>1 year's experience of supporting pupils with challenging behaviours, severe physical and/or learning difficulties is desirable for this position.</p>	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		Application/Interview/Assessment
Behaviours and Values	Be flexible to work independently in a responsible manner		Application/Interview/Assessment

	<p>Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team</p> <p>Respect confidentiality</p>		
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Special Conditions related to the post

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

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by Nancealverne School and The Special Partnership Trust.

How to apply:	To download an application pack or apply online please visit: www.nancealverne.org.uk Please complete an application form in full and return to: Sarah Hooper, School administrative Manager. Please note that we do not accept CVs.
Contact details:	Address: Verity Rogers, School Administrative Manager, Nancealverne School, Madron Road, Penzance, Cornwall, TR20 8TP. Tel: 01736 365039 E-mail: vrogers@nancealverne.org.uk
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Nancealverne School and The Special Partnership Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- 28 days annual leave per year (pro rata), plus bank holidays.
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support

To find out further information please visit the Trust/Schools website at www.nancealverne.org.uk or www.specialpartnership.org