

Job description: SEN Teaching Assistant Grade 5

Employment details

Job title:	SEN Teaching Assistant
Reports to (job title):	Senior Leadership Team
Hours of work:	Full time, across 5 days, other patterns may be considered.
Level and scale point:	Aspire Grade 5 to be paid pro rata (38 weeks)
Closing Date:	Monday 10th October 2022

Job Purpose

The successful applicant will carry out the responsibilities of a Grade 5 teaching assistant *working with a specified children with Special Educational Needs.*

Areas of responsibility:

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 • Work alongside other professionals and attend relevant meetings if required • 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
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 • Support class teachers to review and write School Support Plan SMART targets
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
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
Liaising 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 Principal • 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