Lady Elizabeth Hastings C of E Primary School

Job description: SEN Teaching Assistant

Lady Elizabeth Hastings C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

**Salary:** B3 (7-11) - £22369-£24054 pro rata – term time only

**Hours:**  30hrs 25mins (Mon-Fri 8.40am-3.15pm with ½ hour lunch)

**Contract type:** Part-time – Fixed-Term until Aug 2024

**Reporting to:** Headteacher

# Main purpose

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

# Personal Characteristics

* Must be able to build a relationship of trust with a pupil and have an understanding of a trauma informed approach.
* Must be willing to train in positive behaviour and handling techniques.

# Duties and responsibilities

Supporting pupils

* Build positive relationships with pupils, promoting high self-esteem and independence
* Adapt communication style to respond to pupils according to their individual needs
* Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention
* Assist with the development and delivery of individual education and support plans
* Assist at lunchtime, with the support of colleagues, to enable SEND pupils to eat lunch in the dining room with their peers.

Teaching and learning

* Contribute to delivering activities inside or outside the classroom
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Contribute to the overall ethos, aims and work of our Christian School

Working with staff, parents/carers and relevant professionals

* Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Communicate effectively with parents and carers under the direction of teachers
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

Professional development

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

# Other areas of responsibility

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school
* To report any safeguarding concerns to the DSL

# Person specification

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| criteria | qualities |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math’s
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| **Experience** | * Experience working in a school environment or other educational setting
* Experience working with children / young people with special educational needs (SEN)
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| **Skills and knowledge** | * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* Excellent verbal communication skills
* Ability to work as part of a team and to be flexible in their approach to daily routines
* Active listening skills
* The ability to remain calm in stressful situations
* Knowledge of guidance and requirements around safeguarding children
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| **Personal qualities** | * Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils and promoting the ethos and values of our Christian school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
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# Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_26th September 2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_