



Post: SEN Teaching Assistant Apprentice

Salary: Apprentice

Responsible to: The PACT Board of Trustees, Academy Committee, CEO and Deputy CEO, Head Teacher, Trust Lead for Inclusion, Lead Practitioner for Inclusion

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

To support teaching staff in the development and education of pupils including supporting children with Special Educational Needs.

To complete the Level 3 Teaching Assistant apprenticeship standard

Duties and Responsibilities

- To assist in providing high quality, inclusive support for children across the school
- Support the teaching and learning of individuals or groups of pupils, using support strategies personalised to meet the needs of the pupils.
- To establish relationships with individual pupils and groups.
- Support children with specific Special Educational Needs (where appropriate to the focus of the role).
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 - Sensory and/or physical difficulties
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
- To support the delivery of learning activities and share feedback from learning activities with the teacher.
- To support children with complex Special Educational Needs in a safe environment with due regard to Health and Safety recommendations.
- To contribute to the management of pupils' behaviour.
- To support in the development of the learning environment and be responsible for the specialist equipment used by specific children.
- To undertake routine marking in line with school policy.
- To deliver interventions to identified groups of children and review progress with the Lead Practitioner for Inclusion and SEND.
- To work effectively as part of a year group team and the wider Inclusion Team.
- To develop a positive relationship with parents as appropriate.
- To assist staff in managing the personal care needs of children who need it.
- To report accidents and incidents in line with school policy.
- To promote the work and vision of the Prince Albert Community Trust by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the school community and the public.
- To be committed to safeguarding and promote the welfare of children and young people at all times.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered.

Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.