



Co-op Academy
Nightingale



SEN Teaching Assistant

Purpose of role:

Work closely with the classroom teacher to provide high quality support for children, including those with Special Educational Needs. Provide support for curriculum programmes and guide young people to overcome their barriers to learning.

Line Manager:

SENDCo

What will you do?

- Using curriculum programmes developed by teachers to lead groups of students to promote literacy and numeracy
- Plan, prepare, and deliver structured and agreed learning activities, differentiating activities for the needs of the students
- To provide support for after school classes, and holiday classes for 5 days
- To support disadvantaged students to help 'narrow the gap'
- To provide feedback to students in relation to progress and achievement
- To work with teachers to establish an appropriate learning environment
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all students within the classroom and encourage students to interact and work co-operatively with others and engage all students in activities
- To promote independence and employ strategies to recognise and reward achievement or self-reliance
- To be responsible for keeping and updating records as agreed with the class teacher and/or relevant line manager
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To help support in the administration of assessments and tests including invigilation of exams/tests
- To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students

- To supervise students on visits, trips and out of Academy hours learning activities as required which fall within the remit and hours of the post
- To contribute to the wider life of the academy
- To contribute to the induction of new students as appropriate
- To act as a tutor and carry out the duties associated with the role as outlined in the generic job description
- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors
- To undertake any necessary professional development as identified in the Academy Development Plan, taking full advantage of any relevant training and development available
- To undergo appropriate training in order to develop skills for the post
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development
- To carry out break / lunch duties

Performance Measures

- Deliver effective and engaging interventions and learning activities
- Build productive working relationships with students, acting as a role model and setting high expectations
- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust
- Work with class teachers to promote and establish the learning space as an effective vehicle for learning

Essential

Qualifications

- GCSE Maths and English Grade C/4 and above (or equivalent)

Experience

- Experience of working with young people (paid or voluntary)

Professional knowledge and understanding

- Knowledge of current issues in education
- An understanding of the role played by adults in safeguarding young people
- Able to build relationships with young people and adults
- Able to lead groups of students
- Confidence in supporting students with literacy and numeracy

Skills

- Excellent organisational and administrative skills
- Excellent oral and written communications
- Effective use of ICT
- Accuracy and attention to detail
- An ability to communicate effectively with the full range of stakeholders
- Excellent presentation skills

Personal Qualities

- Sensitivity to the needs of young people
- Flexible and adaptable with a can do attitude
- Good initiative
- Good team member and rolemodel
- Willingness to participate in the wider life of school e.g. study support outside of school hours
- A commitment to personal professional development
- Strong educational principals, centered on total inclusion and equality
- Involvement in cross-curricular activities
- High levels of emotional intelligence, honesty and professional integrity

Desireable

Qualifications

- Honours degree or equivalent

Experience

- Working in an educational setting
- Working in a multicultural organisation
- Working with refugees and asylum-seekers and/or the Roma community

Professional knowledge and understanding

- Desire to become a teacher or develop a career in education
- Knowledge of one of the following: a core or foundation subject at A-Level or above, TEFL/ EAL issues

Skills

- Ability to speak another language

How Measured

Qualifications
References

Application form
Interview
References

Interview

Interview
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