

## JOB DESCRIPTION

**JOB TITLE:** SEN Associate Teacher

**RESPONSIBLE TO:** Line Manager

**LOCATION:** Culverstone Green primary School

**Salary:** KR3

### PURPOSE OF THE POST:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks, which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.

### MAIN ROLES AND RESPONSIBILITIES

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<b>Key duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with individuals or small groups of pupils, under the direct supervision of teaching staff and provide feedback to the teacher.</li> <li>• Support the class teacher in giving feedback to children, verbally or through marking books.</li> <li>• Support pupils to understand instructions support independent learning and inclusion of all pupils.</li> <li>• Support the teacher in behaviour management and keeping pupils on task.</li> <li>• Encourage pupils to interact and work co-operatively with others and promote independence, confidence and self-esteem.</li> <li>• Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.</li> <li>• Contribute to playground, assembly duties.</li> </ul>
<b>Learning Support</b>	<ul style="list-style-type: none"> <li>• Record basic pupil data.</li> </ul>

<p>Assistants in this role may also undertake some or all of the following:</p>	<ul style="list-style-type: none"> <li>• Support children’s learning through play.</li> <li>• Assist with break-time supervision including facilitating games and activities.</li> <li>• Assist with escorting pupils on educational visits.</li> <li>• Support pupils in using basic ICT.</li> <li>• Invigilate exams and tests.</li> <li>• Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.</li> <li>• Assist with the reception and departure of children at the beginning and end of school sessions (be in classroom).</li> <li>• Assist the supervision of children during events e.g. discos (within contracted hours).</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> <li>• To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.</li> </ul>
<p><b>Responsibilities for Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

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Postholder's name:

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Date:

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## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Minimum Level 2 or 3 Diploma (or equivalent) in education or childcare, with proficient practical skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experienced of working with children.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</li> <li>• Numeracy and literacy skills.</li> <li>• Basic IT skills.</li> <li>• Works well in a team.</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.</li> <li>• Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.</li> <li>• Basic knowledge of pediatric first aid an advantage.</li> </ul>

Postholder's  
signature: \_\_\_\_\_

Postholder's \_\_\_\_\_ name:

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