



Eton Porny C. of E. First School

SEN TEACHING ASSISTANT – JOB DESCRIPTION & PERSON SPEC

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| Post holder: | SEN Teaching Assistant |
| Responsible to: | Class teacher and SENDCO |
| Main purpose of the job | |
| <ul style="list-style-type: none">• Provide learning and care support for pupils with special educational needs (SEN)• Work with the teacher to plan and deliver activities• Support pupils with routines, transitions and behaviour management | |
| Main job functions and responsibilities. The post holder will: | |
| <p>Supporting pupils</p> <ul style="list-style-type: none">➤ 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 <p>Teaching and learning</p> <ul style="list-style-type: none">➤ Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), 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 managing behaviour effectively to ensure a good and safe learning environment➤ Contribute to the overall ethos, aims and work of the school➤ Undertake any other relevant duties given by the class teacher➤ Communicate effectively with parents and carers under the direction of teachers➤ Collaborate and work with colleagues and other relevant professionals within and beyond the school➤ Develop effective professional relationships with colleagues <p>Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.</p> | |

| PERSON SPECIFICATION | |
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| CRITERIA | QUALITIES |
| Skills and knowledge | <ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ 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 <p>Knowledge of guidance and requirements around safeguarding children</p> |
| Personal qualities | <ul style="list-style-type: none"> ➤ 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 the 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 ➤ Capacity to inspire, motivate and challenge children and young people |