



## **Job Description SEN Teaching Assistant**

**Job Title:** SEN Teaching Assistant

**Grade:** Grade 4 (points 9 - 12)

**Reports To:** Principal/Teacher

### **Main purposes of the job**

- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils with special needs.
- To provide general support to the class teacher in the management and organisation of pupil(s) with special needs in the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **Responsibilities and Roles**

#### **Support for pupils**

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To support pupils with special needs in the most effective way.
3. To meet the personal and physical needs of pupils such as feeding, toileting and assisting with mobility as necessary whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
5. To facilitate pupils access to specialist provision as indicated by statement of special needs.
6. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
7. To provide support in the delivery of the National Curriculum as appropriate.

#### **Support for the teacher**

8. To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum
9. To work under supervision of the class teacher to support the learning, social, emotional and physical development of the pupils
10. As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.



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### **Support for the school**

11. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
12. To liaise with parents/ carers or agencies involved in supporting development of special needs pupils.
13. To attend relevant meetings and participate in training opportunities and professional development as required.
14. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher.
16. To assist with the general pastoral care of special needs pupils, including helping pupils who are unwell, distressed or unsettled.
17. To adhere to school health and safety policy including risk assessment and safety systems.

### **Support for the curriculum**

18. To assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teacher.
19. To help adapt and plan the development of resources necessary to assist in learning activities of children with special needs, taking into account pupils' interests, language and cultural backgrounds.
20. Undertake broadly similar duties commensurate with the level of the post as required by the Principal.



## Person Specification – SEN Teaching Assistant

Criteria	Requirement Level	Evidence*
Experience of working with relevant age group within a learning environment.	Essential	A/I
Experience of working with children with additional and complex needs.	Essential	A/I
Excellent level of literacy and numeracy skills.	Essential	A/I/T
Experience of general clerical work e.g. photocopying, laminating	Essential	A/I
Experience in a relevant discipline	Essential	A
Working knowledge of relevant strategies in appropriate curriculum or learning area.	Essential	A/I
Ability to communicate clearly and concisely both orally and in writing.	Essential	A/I
Ability to successfully complete first aid training as required.	Essential	A/I
Ability to work well as part of a team.	Essential	A/I
An understanding of classroom roles and responsibilities.	Essential	A/I
Ability to relate well to children and adults to build and maintain effective relationships.	Essential	A/I
Good working knowledge of national curriculum.	Essential	A/I
An ability to understand the principles of child development and learning processes and in particular barriers to learning	Essential	A/I/T
Ability to observe, monitor and provide constructive feedback on pupils progress.	Essential	A/I
Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	Essential	A/I
Ability to contribute to pan effective actions for pupils at risk of underachieving	Essential	A/I
Ability to provide necessary personal care to children	Essential	A/I
High degree of energy, resilience and enthusiasm	Essential	A/I
Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.	Essential	A/I
Promote and safeguard the welfare of children and young people within the school.	Essential	A/I



Awareness of Health and Safety requirements within a school setting.	Desirable	A/I
Commitment to professional development, learning and development.	Essential	A/I

**\*Evidence Key:**

A = Application Form I = Interview T = Task/Test