The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	SEN Teaching Assistant (Maternity leave cover)
Salary:	£19,750 per annum/pro rata 32.75 hours per week
Base:	Doubletrees School

Main Purpose of Job:
• Hold and articulate clear values and moral purpose, focused on supporting pupils. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community. • Lead by example - with integrity, creativity, resilience, and clarity • Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development. • To support the educational, social and physical needs of pupils including those with severe physical, learning and complex behavioural difficulties, supporting the curriculum and school through the provision of assistance to the Teacher.

Main Duties and Responsibilities:
Expectations • Hold and articulate clear values and moral purpose, focused on supporting pupils. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community. • Lead by example - with integrity, creativity, resilience, and clarity • Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development. **Main duties** • Assist children in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the children to learn effectively • Establish supportive relationships with pupils, encouraging individual development, acceptance, social integration, and development of self-esteem • Carry out administration in relation to pupil progress, monitoring health, behaviour and general wellbeing and feeding back or adapting as appropriate • Effectively use IT systems as required by the school

- Work independently with groups of children on specific tasks, under the overall responsibility of the Teacher
- Contribute to meetings with parents (which may be held outside of school hours), providing constructive feedback on pupil progress, achievement and behaviour where relevant
- Maintain confidentiality in regards to sensitive issues linked to home/pupil/staff/school
- Administer minor first aid where training has been undertaken

- Administer medically prescribed drugs as per the approved procedure
- Assist with the safe physical and medical needs of pupils, including:
- personal hygiene/self-care, for example toileting or changing
- specialist care, for example one-to-one feeding where training has been undertaken
- mobility needs, for example use of wheelchairs or hoists where training has been undertaken
- complex medical procedures, for example changing tracheostomy tubes, where training has been undertaken
- Support in the management of pupils with challenging emotional and behavioural difficulties so as to prevent harm and disruption to the pupil or others
- Supervise pupils during break time, and plan and organise play time activities, where required
- Accompany children on educational visits as supervised by senior staff
- Contribute to class meetings, staff meetings and school-based INSET
- Carry out interventions as required
- Raise any concerns in accordance with the school's safeguarding policies and procedures
- Assist with duties relating to pupil swimming and sports activities/events where relevant
- Deliver therapy to pupils such as physiotherapy or speech and language therapy as guided by professionals where training has been undertaken
- Input into planning of lesson content led by teaching staff where relevant
- Provide pastoral care to pupils where relevant
- Ensure all teaching aids are readily available by monitoring stock levels of materials, checking for missing/damaged equipment, arranging for new supplies to be ordered where relevant
- Assist in preparing, using and maintaining relevant teaching resources, including wall displays and ensuring classrooms are left clean and tidy

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

Person Specification:			
	Essential	**Desirable**	**Recruiting method**
Education and Training	Attainment of 5 GCSE's AC (or equivalent) including English and Maths, or working towards.	Childcare or education related qualification NVQ Level 3 in relevant subject	Application
Skills and Experience	Good skills in basic communication, literacy and numeracy Good IT skills and ability to learn and effectively use electronic information systems Able to work without supervision Confident to work independently with a group of children Ability to undertake training required for the role	Previous experience working in a school or with young people Previous experience working with SEN children or adults Previous experience in administering medical procedures/delivering therapies	Application/ Interview/ Assessment
Specialist Knowledge and Skills	Able to react and deal effectively with challenging or unpredictable behaviours Ability to undertake advanced training to administer medical procedures where required Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of curriculums, learning methods and lesson planning	Application/ Interview/ Assessment

Behaviours and Values	Be flexible to work independently in a responsible manner Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team Respect confidentiality		Application/ Interview/ Assessment

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff