


Job Description		
Title SEN TEACHING ASSISTANT Grade 2	School: WILLIAM LILLEY INFANT & NURSERY SCHOOL	Post Ref SEN TA 2022 Profile Learning Support 2c SPE
Job Purpose To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils, including those identified as having learning difficulties and those with challenging behaviour in a range of different learning situations and settings and provide general support to the teacher in the management of pupils and the classroom.		
Key Responsibilities		
<ol style="list-style-type: none">1. Meeting Teaching Assistant Standards in all aspects of role.2. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary3. Providing support for students with emotional, social and behavioural problems4. Providing practical assistance in relation to other identified physical needs5. Supervising and supporting pupils ensuring their safety and access to learning6. Working to establish a supportive relationship with the children and parents concerned7. Promoting the inclusion and acceptance of all pupils8. Encouraging pupils to interact with others and engage in activities led by the teacher9. Encouraging pupils to act independently as appropriate10. Preparing classroom environment and supporting with provision11. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed12. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate13. Gathering/reporting information from/to parents/carers as directed14. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists15. Providing support for such tasks as clerical, administrative, photocopying, collection and recording of money e.g. completion of diaries/home – school booklet16. Supporting pupils to understand instructions17. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher18. Supporting pupils in using basic ICT as directed19. Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use20. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes		



21. Accompanying teaching staff and pupils on visits, trips and out of school activities as required

General Responsibilities

22. Be aware of and comply with school policy and procedures

23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

24. Contribute to the overall ethos/work/aims of the school

25. Appreciate and support the role of other professionals

26. Attend relevant meetings as required

27. Participate in training and other learning activities and performance development as required

28. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

29. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

30. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

31. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team

32. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification

Education and Knowledge

Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, knowledge of child development, National Curriculum teaching skills, SEN Code of Practice; knowledge of moving and handling; knowledge of First Aid.

Experience

Previous experience of supporting children with special educational needs.

Personal skills and general competencies

Patient but assertive

Have a caring and understanding nature