

Job Description and Person Specification

SEN Teaching Assistant Level 1

Role and Context	
Job Title	SEN Teaching Assistant Level 1
Salary Grade	Scale C
Job Type	[27.5] hours per week Term time [plus 1 week]
Reports to	Academy Headteacher
Effective Date	[]
Team	SEN
Job Purpose	<p>To work under the instruction/direction of senior manager/teaching staff to support the delivery of quality learning and teaching of pupils with special educational needs.</p> <p>To work with children and young people who have a range of SEND</p> <p>To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher;</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.</p> <p>To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom</p>
Other Information	
Principal Accountabilities	
<ol style="list-style-type: none"> 1. Work collaboratively with teachers and other professional agencies to provide effective support for learning activities; 2. Awareness of and work within school policies and procedures; 3. To work with children and young people who have Special Educational Needs 4. To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities; 5. Support pupils to understand instructions, support independent learning and inclusion of all pupils; 6. To undertake SEND intervention programmes for pupils as directed by the SENCo and Senior Leaders within the school 7. Provide support to pupils who have communication difficulties also where English is an additional language; 8. Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils; 	

9. Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
10. Support the teacher in monitoring, assessing and recording pupil progress/activities;
11. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
12. Support the use of ICT in the curriculum;
13. Support children's' learning through play and planned learning activities;
14. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
15. Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
16. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures;
17. Undertake pupil record keeping and maintenance of records as requested;
18. Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher;
19. Maintain of a clean, safe and tidy learning environment;
20. Support pupils in developing and implementing their own personal and social development;
21. Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
22. Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
23. Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
24. Contribute to the overall ethos, work and aims of the school;
25. Maintain good relationships with colleagues and work together as a team.
26. Appreciate and support the role of other professionals;
27. To attend morning briefings, staff meetings and parents evenings as required;
28. To undertake additional training as required

Person Specification

	Essential	Desirable
Qualifications	Be prepared to undertake a Level 2 qualification in Supporting Teaching and Learning	Level 2 qualification in Supporting Teaching and Learning Minimum of GCSE Grade C or higher (or equivalent) in English and Mathematics
Experience	Previous experience of working or volunteering	Previous experience of working or volunteering

	with children in the Early Years, Key Stage 1 or 2	with children with SEND
Skills/Knowledge	<ul style="list-style-type: none"> • Good spoken and written English • Numeracy and literacy skills • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • Ability to work under the direction of the class teacher but also to work independently and use initiative appropriately. • Personal care skills including openness to supporting dressing and toileting needs 	<ul style="list-style-type: none"> • Knowledge of SEND, e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar
General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		