

## ***Mithian School***

### ***Job Description & Person Specification***

<b>Job Title:</b>	SEN Teaching Assistant and Lunchtime Supervisor
<b>Code:</b>	Point 4 and 2
<b>Salary Range:</b>	£22,363 and £22,269 (pro rata)
<b>Hours:</b>	08:45 – 15:15 Monday – Friday (this includes lunchtime duty) 30 Hours per week
<b>Base:</b>	Mithian School
<b>Responsible to:</b>	SENDSCO/Teaching staff/Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	Teachers, pupils, support staff, parents

#### **Main Purpose of Job:**

- To take a pro-active role in the support of the educational, social, physical needs and communication of the pupils
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class and pupils activities, undertaking 1:1 and group work, ensuring the welfare and development of pupils
- To meet the needs of pupils with specific special education needs and those with EHCPs

### **Main Duties and Responsibilities:**

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
- To assist a pupil with an EHCP and develop skills to support their integration into class, supporting communication and socialisation.
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem
- In time to supervise an individual or small group of children within a class under the overall control of the teacher
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision and to support pupils with EHCPs.
- To accompany children on educational visits and outings as supervised by the Teacher
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher, SENCo or Headteacher as appropriate
- To support the school with pupils who need intimate care, following the school's procedures and policies.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information
- To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's
- To meet with the SENDCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils
- To administer basic first aid (if trained) and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained
- To carry out administrative tasks associated with all of the above duties as directed by the teacher
- To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training school policies and procedures

**General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school'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 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 required

## Person Specification

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>Good levels of literacy and numeracy</p> <p>Qualified to NVQ level 2 or equivalent in a relevant area</p>	<p>Completion of the DfES Induction for Teaching Assistants</p> <p>CLANSA or Cornwall Certificate in SEN</p>	Application
<b>Skills and Experience</b>	<p>Experience of working with children</p> <p>Organisational skills</p> <p>Good communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p>	<p>Experience of working with children in a school or similar environment</p> <p>Knowledge of EYFS</p>	Application/Interview
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of Child Development and Attachment.</p> <p>An understanding of early reading, writing and maths, including</p>	<p>Knowledge of a range of issues relevant to education and child development.</p> <p>Knowledge of Thrive/Trauma/PRICE Informed Schools.</p>	Application/Interview

	<p>knowledge of synthetic phonics teaching.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of using visual systems for communication.</p> <p>Knowledge of ASD and autism.</p>	
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#### Special Conditions related to the post

- Physical fitness

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.

<b>How to apply:</b>	<p>To download an application pack or apply online please visit:</p> <p>Please complete an application form in full and return to:</p> <p>Please note that we do not accept CVs.</p>
<b>Contact details:</b>	<p>Address:</p> <p>Tel:</p> <p>E-mail:</p>
<b>Closing date:</b>	<p>Interview Date:</p> <p>Start Date</p>

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

**Our benefits include:**

A competitive salary

You will be eligible to join the local government pension scheme

23 days annual leave per year (pro rata), rising to 28 days after five years' continuous service, plus bank holidays.

Family friendly policies

Childcare vouchers

Continued professional development support

To find out further information please visit Trusts website at [www.tpacademytrust.org](http://www.tpacademytrust.org)