

# The City of London Academy Highbury Grove



**Post: SEN Teaching Assistant**

**Grade: Scale Point 4, Spine Point 8 to 11, £24,717 to £26,076 pro rata (£21,517 - £22,700) per annum**

**Contract: Permanent, 35 hours per week, term time only**

**Start date: September 2021**

The City of London Academy Highbury Grove is looking for an exceptional SEN Teaching Assistant to join our highly skilled and supportive SEN team.

We believe having exceptional SEN support plays a crucial role in the effective running and continuous improvement of our Academy. We believe that support team members within our school should be supported too, with all the opportunities needed to develop and achieve their goals.

As SEN Teaching Assistant you will be joining our strong and supportive Student Support Department contributing to creating the conditions for all our students to experience success. You will be required to work closely supporting students and will need to have good rapport and an understanding of each individual's needs.

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an Outstanding Academy.

We are committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

The City of London Academies Trust (CoLAT) is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If this role is of interest to you and you can contribute to our future success, an application pack is available on our website: [www.highburygrove.colatrust.org.uk/staff-vacancies](http://www.highburygrove.colatrust.org.uk/staff-vacancies) Completed forms should be emailed to [hr@highburygrove.colatrust.org.uk](mailto:hr@highburygrove.colatrust.org.uk)

For more information visit: [www.highburygrove.colatrust.org.uk](http://www.highburygrove.colatrust.org.uk)

**Closing date for applications is: 9.00am Monday 28 June 2021**

**Interviews will take place in the week commencing Monday 28 June 2021**

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust supports Equal Opportunities Employment.

City of London Academies Trust Company Registration No. 04504128.

## SEN Teaching Assistant Job Description

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<b>Accountable to:</b>	SENCO
<b>Disclosure level:</b>	Enhanced
<b>Main Purpose:</b>	To work under the guidance/instruction of designated teaching/senior staff 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. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

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### Key Tasks

- To provide physical and communication support using modes of communication appropriate to the individual needs of the child
- To provide communication support to enable full access to the curriculum and any extra curricula activities e.g. lessons, assemblies, parents' evenings, reviews and visits
- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To help plan and organise learning activities for students being supported
- To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g. assisting with lifting moving and handling, intimate care
- To clarify, modify and adapt materials to an appropriate level according to need
- To participate in the Academy's student mentoring programme and ALA programme
- Under the guidance of the SENCO, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- To monitor the progress of identified students, keep written records consistent with Academy systems and provide the teacher with feedback on students' progress in relation to provision
- To provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the Academy's Behaviour Management Policy. Contribute to programmes of support for identified students
- To liaise with professionals and external agencies where necessary under the direction of the SENCO
- To assist in the production of appropriate teaching materials
- To contribute to the target setting and review process and support pupil in meeting specific targets of IEP.
- To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings
- To liaise with staff, parents and relevant professionals
- To undertake relevant training as part of continuing professional development
- Attend all staff meetings and supervision sessions
- To maintain appropriate records of work and progress
- To promote the pupil's inclusion within the school
- To promote the pupil's independence skills in communication, learning and social skills

### Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required

- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Date of issue: .....

Signature of Post holder: .....

Signature of Principal: .....

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Educated to degree level or equivalent		✓
<b>Experience</b>		
Experience of using Microsoft Office Suite	✓	
Experience of working with young children and their families in a multicultural environment	✓	
Experience of developing and delivering individual education programmes for children with specific needs	✓	
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Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes	✓	
Experience of tracking progress of students with SEND in and out of class		✓
Experience of setting up and running a range of administrative systems		✓
Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	✓	
Experience of developing banks of resources for students and teachers		✓
Experience of contributing towards the Assess-Plan-Do-Review cycle		✓
Experience of working with students with physical disabilities and training in moving and handling		✓
Understanding of the SEND Code of Practice 2014		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓

<b>Personal</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure whilst maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
<b>Administrative</b>		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
<b>Relations</b>		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings	✓	
<b>IT Skills</b>		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓