

Job Description and Person Specification

Post title	Teaching Assistant with SEN responsibilities
Start date	ASAP
Responsible to	Principal
Salary	£24,027 FTE and £18,072.02 pro rata
Hours/days	Monday-Friday 8.30 – 3.30 – 32.5 hours a week
Interview	<i>Interviews will be held at Wantage Primary Academy. To arrange a visit in advance, please write to office@wantageprimaryacademy.org</i>

Safeguarding Statement

Wantage Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safe recruitment procedures all staff regularly undergo enhanced DBS checks.

Main Purpose of the job

- They will be a member of a multi-disciplinary team, under the leadership and supervision of the principal.
- They will work with individuals/groups to support the delivery of quality learning and teaching and will help raise standards of achievement for pupils.
- Work with the class teachers to plan and deliver purposeful learning opportunities.
- He/she will also supervise children at play time
- Work may be carried out in classrooms, intervention/ break out spaces, outdoors or outside the main teaching area
- To implement agreed work programmes with an individual pupils and groups where appropriate and support teaching staff in the development and education of pupils.
- To supervise and support specific pupils in lesson time and during transition periods, when required
- With the class teacher, support excellent progress for specific children across all areas of development through effective participation in observation, assessment and planning.

KEY ACCOUNTABILITIES

Personal and Professional Conduct

- Have proper and professional regard for the ethos, policies and practices of the school
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective working relationships
- Have regard for the need to safeguard pupils' well-being by following statutory guidance along with school policies and practice.
- Uphold values by respecting individual differences and cultural diversity
- Commit to improving own practice through self-evaluation and awareness.

- Ensuring appropriate confidentiality

Knowledge and Understanding

- Keep knowledge up to date and reflect on own practice, identifying relevant professional development to improve personal effectiveness
- Demonstrate expertise and skills in understanding the needs of all pupils and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to the age and stage of pupils
- Have appropriate phonological knowledge in order to lead groups effectively
- Use resources effectively in order to support subject and curriculum development
- Demonstrate an understanding of health and safety in your daily practice ensuring that all policy and advice is followed. Take responsibility for your own health and safety.
- Have high standards and knowledge of English, Maths and phonics.

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and to support the children's learning and next steps.
- Increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil progress as appropriate to the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe environment by organising and managing physical teaching space and resources.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Work with the class teachers to keep other professionals informed of performance and progress or concerns they may have about the pupils they work with.
- Provide clerical support
- Understand the responsibility to share knowledge to inform planning and decision making
- Use time effectively following direction of the teacher/ other staff
- Communicate their knowledge and understanding of pupils to other school staff and professionals

Teaching Assistant Person Specification

	Essential	Desirable	Assessed through
Knowledge and understanding			

An understanding of safeguarding children as it relates to a school	✓		Application and interview
An understanding of the National Curriculum and Early Years Foundation Stage and awareness of any developments		✓	Application and interview
An understanding of issues relating to children who have special educational needs e.g. dyslexia, ADHD, Autism, physical needs etc.		✓	Application and interview
Skills and Abilities			
Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/ situations whilst remaining firm and fair	✓		Application and interview
Ability to work as part of a team and communicate effectively with children and adults	✓		Application and interview
Good organisational skills	✓		Application and interview
Ability to understand and carry out instructions	✓		Application and interview
Ability to work on own initiative and make decisions	✓		Application and interview
A positive approach to all areas	✓		Application and interview
Experience			
Knowledge of childcare and child development which may have been gained through parental/caring experiences or through formal study	✓		application
Have a good understanding of working with children with different needs	✓		application
Have a good understanding of working with children with special educational needs and/ or children with medical/health needs		✓	Application and interview
Previous experience in a school or Nursery		✓	application
Experience of working with children whose personal, social and emotional needs include those with some challenging behaviours		✓	application
Good standard of literacy, numeracy and ICT skills ideally GCSE C or equivalent or above	✓		application

An NVQ 2/3 qualification in childcare or teaching assistant qualification		✓	application
First Aid at Work qualification		✓	application
Paediatric first Aid qualification		✓	application