POST TITLE: Special Educational Needs (SEN) Teaching Assistant	**GRADE: 4, SCP 7-8**
RESPONSIBLE TO: Headteacher	

Responsible for:
No direct reports

Purpose of role:
To support pupils with special educational needs (SEN) to access the curriculum, develop independence, and achieve their full potential in a safe, inclusive, and supportive learning environment.

Main Accountabilities:
1. Support for Pupils

- Provide 1:1 or small group support to pupils with SEN (e.g. ASD, ADHD, speech and language needs, SEMH).
- Assist pupils in accessing learning activities under the guidance of the teacher.
- Promote inclusion and encourage participation in classroom and school activities.
- Support pupils' emotional, behavioural, and social development.
- Assist with the development and delivery of individual education and support plans
- Encourage independence and self-esteem.
- Support pupils with personal care needs (if required) maintaining dignity and respect.

2. Support for Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with SEN
- Support the teacher in adaptive teaching, so that all pupils can access the same curriculum expectations through modified resources and support
- Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible
- Deliver structured, evidence-based interventions inside or outside the classroom
- Facilitate opportunities for the class teacher to work directly with SEN pupils, by supporting other pupils or groups within the classroom
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment

3. Working with staff, parents/cares and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

4. Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and the school's child protection policy
- Look after students who are upset or have had accidents
- Undertake planned supervision of students out of normal lesson times, including lunchtimes.
- Supervise students on visits, trips and out of school activities
- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual students needs and circumstances are known and met through the care and education provided.

5. Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Special Educational Needs (SEN) Teaching Assistant	**Essential (E) or Desirable (D)**
Education/Qualifications	
Level 3 TA qualification (CACHE, NVQ Level 3, or equivalent).	**E**
Minimum 3 years experience as a Teaching Assistant	**E**
GCSE or equivalent level, including at least a Grade 4 (previously a Grade C) in English and maths	**E**
SEN specific training eg Autism Awarness, Team Teach, Makaton	**D**
Experience	
Knowledge of safeguarding, SEND an inclusive teaching practices	**E**
Working with children or young people in school or other settings	**E**
Supporting individuals with additional needs	**E**
Commitment to professional development and supporting colleagues	**E**
Working within a school environment	**D**
Supporting specific needs eg ASD, SEMH, speech & language	**D**
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	**E**
Committed to continuous professional development	**E**
Committed to a team collaborative approach	**E**
Operates with integrity	**E**
Skills	
Strong communication & interpersonal skills	**E**
Ability to build positive relationships with pupils and staff	**E**
Patience, empathy and resilience	**E**
Ability to adapt to individual learning needs	**E**
Good organisational skills	**E**
Ability to work both independently and part of a team	**E**
Supporting literacy/numeracy interventions	**E**
Ability to use assistive technology	**E**