

Level 2 / SEN Teaching Assistant



Job Profile

Job Purpose	<p>Under the direction of 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 classroom.</p> <p>To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, to establish supportive relationships with the pupils concerned</p>
Reporting to:	Teachers/senior staff – teaching and non teaching
Responsible for – Staff	N/A
Liaising with:	Pupils, teachers, senior staff, parents/carers, visitors to the school
Disclosure Level:	Enhanced
Grade of post:	Grade 6

Job Outline

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To liaise with class teacher, SENCO and other professionals to implement Individual education/behaviour plans and personal care programmes.
- To establish constructive relationships with pupils, parents and carers and interact with them according to individual needs. Providing reassurance and help.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom, promoting self-esteem and independence.
- To promote the inclusion and acceptance of all pupils particularly those with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Awareness of strategies for assisting pupils to settle / adjust to new settings, recognising signs of distress, offering reassurance and implementing agreed behaviour management strategies.
- Consistently and effectively using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
- To understand and use group dynamics to promote group effectiveness and support both group and individual performance.
- To assist with the planning of learning activities and make appropriate resources available to support the pupil.
- To provide regular feedback to pupils/Teachers/SEN on pupils' achievement, carrying out systematic observations to gather evidence of their knowledge, progress / problems and accurately record same.
- To provide clerical/administration support (eg photocopying, typing, filing, collecting money etc)
- Assist with the displays of children's work.
- To assist with the supervision of pupils out of lesson times, including before and after

school as may be reasonably directed. Supporting the pupil in developing social skills.

- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Where appropriate, to know and apply positive handling techniques
- Reassure parents who express concerns about their children, ensure that requests to see a teacher are dealt with promptly, refer matters beyond competence and role to other professionals in school, ensuring compliance with school policies for confidentiality and communication with parents/carers.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal opportunities etc.
- To be a positive role model at all times.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal and professional development in the relevant area.

To participate in the staff performance management process and be responsible for self motivation towards agreed targets.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Person Specification/Selection Criteria Level 2 / SEN Teaching Assistant

A. Experience	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and or learning need	E		A, I
Experience of working with children with additional needs	E		A,I

B. Training and Qualifications	Essential	Desirable	Source
NVQ L2 or evidence of equivalent QCF credit value or higher or a comparable level of experience	E		A, I
GCSE English and Mathematics, grade C or above, or equivalent	E		A, I
Willingness to undertake further relevant training and development		D	I
Training in Autistic Spectrum Disorder (ASD)		D	A, I

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

C. Knowledge and Understanding	Essential	Desirable	Source
Knowledge of basic Health and Safety	E		A, I
Basic knowledge of how to use ICT to support learning	E		A, I
Understanding of how to prepare and use relevant equipment/resources	E		A, I
A knowledge of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Understanding of inclusion, especially within a school setting	E		A, I
Working knowledge and basic understanding of child development, learning styles and independent learning	E		A, I

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

D. Personal Skills, Abilities and Competencies	Essential	Desirable	Source
Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration, demonstrating and promoting the positive values, attitudes and behaviours expected from all	E		A, I
Ability to adapt own approach in accordance with pupil needs			
Ability to work under supervision and as part of a team, building effective working relationships	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to work as part of a team, understanding classroom roles and responsibilities	E		I
Willingness to be flexible and adaptable as determined by the needs of the school and the Trust	E		I

E. Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I