



## WIGMORE SCHOOL ACADEMY TRUST Job Description



### Teaching Assistant (SEN) Level 1

**Organisation(s):** Wigmore High School

**Pay Range:** 04HC (SCP4-6)

**Contract:** Fixed Term

**Responsible to:** SLT member responsible for SEND

**Responsible for:** N/A

**Functional links with:** Pupils, staff, parents, officers of the LA, and other agencies, as necessary.

**Main Purpose of Job:**

Under the direction of senior staff to provide support in the education and welfare of a pupil with Special Educational Needs.

**Responsibilities:**

- Support the ethos of the school and follow school routines and procedures
- Undertake a programme of induction and attend in-service training within and outside school as directed by senior staff
- Be aware of, and maintain, confidential issues as required.

**Specific Responsibilities:**

- Support the implementation of the provisions set out within an Education Health and Care Plan.
- Support the on-going assessment of special educational needs (and social and personal needs).
- Support and facilitate inclusion within the life of the school and in accessing both curricular and extra-curricular opportunities.
- Participate in the planning, delivery and evaluation of the pupil's Provision Plan and/or Behaviour Support Plan, Pastoral Support Plan and/or therapy programme (as appropriate).
- Support the delivery of the curriculum to individuals and the differentiation and adaptation of resources where necessary.
- Assist with the personal needs of a pupil e.g. toileting, changing of clothes etc. if this is required.
- Support the assessment, recording and reporting of pupil's progress.
- Provide regular feedback to the teacher and SENCO on the participation, progress and welfare.
- Contribute to regular reviews of the child's progress including statutory annual reviews.
  - Direct group activities within and away from the classroom including:
    - implementing 'catch up' programmes with targeted groups
    - explaining and clarifying tasks;
    - modelling language use and extending pupil's explanations;
    - using questioning to probe understanding and to extend pupil's thinking; and
    - adapting resources to suit learning needs.
- Support the links between home and school.
- Liaise, as directed, with relevant professionals in order to meet the child's Special Educational Needs.
- Promote the child's general welfare and follow the school's health and safety procedures.
- Support the implementation of the provisions of other children on the SEN Register, as directed by the SENCo
- Undergo regular review of duties and responsibilities and a pupil's needs according to the school's schedule.
- Undertake safeguarding training at appropriate level to the role if required.
- Carry out other duties as directed by senior members of staff
- Undertake designated administrative and clerical tasks in order to support teaching and learning
- Undergo review of duties and responsibilities according to the school's schedule

**General Information:**

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of Wigmore School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate, adhering to policies and established practices. This post is subject to an enhanced disclosure.

**Executive Headteacher's Name:** Dr Rob Patterson (Executive Headteacher)

**Executive Headteacher's Signature:**

**Date:**

**Employee Name:**

**Employee Signature:**

**Date:**

**Date Job Description reviewed:**



## WIGMORE SCHOOL ACADEMY TRUST Person Specification



### Teaching Assistant SEN Level 1

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate in Learning Support (or equivalent qualification) (AF, I)</li> <li>• Willingness to undertake further training, as appropriate (AF, I)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification or willingness to work towards one (AF, I)</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working as a Level 1 Teaching Assistant in a mainstream school (or equivalent) (AF, I)</li> </ul>
<b>Knowledge and Understanding</b>		
<b>Abilities and Skills</b>	<ul style="list-style-type: none"> <li>• Good team worker (AF, I)</li> <li>• The ability and willingness to work flexibly within the school (AF, I)</li> <li>• A calm but authoritative manner with pupils (AF, I)</li> <li>• The ability to relate well to pupils, parents and staff (AF, I)</li> <li>• The ability to develop high quality learning resources, under the direction of the teacher (AF, I)</li> <li>• The ability to accurately record and report on pupils' progress (AF, I)</li> <li>• The ability to follow and apply the teacher's instructions and clearly explain these to pupils (AF, I)</li> </ul>	<ul style="list-style-type: none"> <li>• Minibus driver (AF, I)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Resilient (I, R)</li> <li>• Reliable (I, R)</li> <li>• Committed (I, R)</li> <li>• Honest (I, R)</li> <li>• Trustworthy (I, R)</li> <li>• Dedicated (I, R)</li> <li>• Patient (I, R)</li> <li>• Loyal (I, R)</li> <li>• Good sense of humour (I, R)</li> <li>• High expectations of self and others (I, R)</li> </ul>	
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to working with young people (I)</li> <li>• Willingness to work in support of the inclusive ethos of the school (I)</li> <li>• Willingness and ability to attend training days that are over and above the contractual employment, which will be paid (I)</li> <li>• Good attendance record (R)</li> <li>• Outstanding references (R)</li> <li>• A commitment to high educational standards, which maximise the achievements of all pupils (I, R)</li> <li>• A commitment to equality of opportunity for all pupils (I, R)</li> </ul>	

	<ul style="list-style-type: none"><li>• A belief in working in partnership and as part of an established team (I, R)</li><li>• A commitment to continuous professional development (I, R)</li><li>• A willingness to reflect upon experiences in a critical and constructive manner (I, R)</li><li>• Police clearance (DBS check)</li></ul>	
--	---	--

**Evidence Key:**

(AF) – Application Form

(I) – Interview

(R) – References