Braithwaite CE Primary School

**Threlkeld CE Primary School**

Blease Road

Threlkeld

Keswick

Cumbria

CA12 4RX

Telephone: 017687 79680

Threlkeld CE Primary School is part of The Good Shepherd Multi Academy Trust Email [admin@threlkeld.cumbria.sch.uk](mailto:admin@threlkeld.cumbria.sch.uk)

(company number 934137) Website [www.threlkeld.cumbria.sch.uk](http://www.threlkeld.cumbria.sch.uk)

**THRELKELD C E PRIMARY SCHOOL**

**Job PROFILE**

**teaching assistant (SEN)**

**Job Title:** Teaching Assistant, Special Educational Needs

**Responsible To:** Headteacher

**Grade** PCD5, SCP6, grade 5 (£20,043 approx. £10.38 per hour, pay award pending)

**Main Purpose:**

Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with/supporting individuals or small groups of pupils, particularly those with identified Special Educational Needs.

**Main Responsibilities & Tasks**:

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil’s responses.
2. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
3. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher and supporting the pupil to understand and complete the tasks.
5. Support pupils’ social, emotional and physical wellbeing, reporting concerns to the appropriate person.
6. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Encourage independent learning and promote inclusion of pupil(s) in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
9. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
10. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | QCF recognised relevant Level 2  Safeguarding training level 1 or willingness to undertake this training before starting in role (one line 2 hour course) | A relevant QCF level 3, or working towards level 3.  Current First Aid certificate or willingness to work towards one. |
| **Knowledge** | Awareness of practices and procedures within education relating to the welfare, safety and education of children.  General understanding of Key Stage 1 of the National Curriculum and other basic learning programmes and strategies.  Good understanding of child development and learning.  Understanding of / interest in Special Educational Needs including communication and language needs. | Knowledge of Educational Health & Care Plans and of services to support young people with SEN, particularly with communication and language needs.  Specific knowledge of interventions to support children with communication and language needs.  Knowledge of Read Write Inc phonics and early reading programme. |
| **Relevant Experience** | Working with or caring for children and young people, especially those with Special Educational Needs. | Working with or caring for children of relevant age.  Working in a classroom setting, particularly within a small mixed age primary context in a church school.  Working with children with communication and language difficulties. |
| **Skills & Attributes** | Ability to self-evaluate learning needs and actively seek learning opportunities.  Ability to relate well to children and adults – kind, consistent and willing to go the extra mile to support and challenge vulnerable pupils and enable them to flourish.  Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.  Able to use own initiative and be flexible and adaptable. | Effective use of ICT to support learning.  Use of other equipment technology – video/DVD, photocopier. |
| **Other** | Requirement for some out of school working to support specific activities or events as appropriate.  Holidays should be taken in school holidays. | Occasional attendance at meetings / training events out of school hours. |

This post will be subject to satisfaction of an enhanced DBS check.