

JOB DESCRIPTION

JOB TITLE:	SEN Teaching Assistant
GRADE:	Scale Point 3 (£27,030 FTE) 32.5 hours per week Term-time only including Inset days (39 weeks per year)
RESPONSIBLE TO:	Class Teacher

PURPOSE OF JOB:

- To work under the guidance of the Class Teacher and the SENCo to support the teaching and learning activities within the classroom for all pupils, including individual SEN pupils.
- To work under the guidance of the Class Teacher or SENCo to undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with SEN.
- To provide general support to the Class Teacher in the management and organisation of the pupils and the classroom.
- To assist the Class Teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils.
- To participate in the playtime duty rota, responsible for supervision and pupil welfare.

KEY TASKS & RESPONSIBILITIES:

- To work, under the guidance of the Class Teacher and SENCo, with individuals and groups of pupils to deliver pre-determined learning support programmes, adapting these where necessary to ensure that pupils meet learning objectives.
- To attend to the personal and social needs of pupils and any other special requirements, depending on the nature of a pupil's special educational needs (SEN).
- To assist with programmes of special care such as physiotherapy or speech therapy, under the direction of the appropriate specialist.

- To prepare, adapt and maintain classroom resources and equipment as directed by the Class Teacher and SENCo and assist the pupils in their use.
- To make or adapt resources (e.g. worksheets or sight cards) to enable all pupils to access the learning activity at their appropriate level of understanding.
- To prepare the classroom as necessary for lessons.
- To assist in the display of pupils' work under the general guidance of the Class Teacher.
- To assist with the development of and implementation of Individual Educational Plans, Behaviour Plans and Personal Care Plans.
- To administer and mark work, tests and homework under the guidance of the Class Teacher.
- To provide regular feedback on pupils' learning and behaviour to the Class Teacher/SENCo, including feedback on the effectiveness of the learning/behaviour strategies adopted.
- To encourage pupils to interact with others and engage in activities planned by the Class Teacher.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the school's Behaviour Policy and demonstrating high expectations of work and behaviour.
- To promote the inclusion and acceptance of pupils, while encouraging constructive relationships within the classroom and with parents and carers.
- To provide general clerical support to the Class Teacher, e.g. photocopying, laminating, filing etc. as required.
- To assist with the pastoral care of the pupils including those with medical conditions; to give first aid/medicine and accompany sick pupils to hospital as necessary.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist with the supervision of pupils out of lesson time, as necessary for their safety, including accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- To attend relevant meetings and participate in training opportunities and performance development as required.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder. It is not a comprehensive statement of

procedures and tasks, but sets out the main expectations of Edward Pauling Primary School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

JOB TITLE: SEN Teaching Assistant

GRADE: Scale Point 3

CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education (5 GCSEs or equivalent at C or above, including Maths and English) • NVQ Level 2 Teaching & Learning qualification or equivalent 	<ul style="list-style-type: none"> • First Aid Certificate • Evidence of Continuing Professional Development (CPD)
Experience	<ul style="list-style-type: none"> • Experience of working with children • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of working in Yearly Years/KS1 environment with SEN children
Skills & Knowledge	<ul style="list-style-type: none"> • Good communication skills (oral and written) • Ability to support groups of pupils in all subjects, particularly reading, writing and maths • Ability to use Microsoft Office applications (i.e. Word, Excel, Outlook) • Ability to work under own initiative • Ability to work to a high level of accuracy and attention to detail • Ability to manage a varied and demanding workload • Ability to form effective relationships with pupils, staff and parents • Knowledge of confidentiality and safeguarding requirements 	<ul style="list-style-type: none"> • Knowledge of behavioural and special education needs (SEN), including delivery of specialist programmes • Knowledge of the current National Curriculum • Knowledge of Hounslow's Equal Opportunities Policy
Special Requirements	<ul style="list-style-type: none"> • Flexible to meet the needs of a busy school environment • Ability to stay calm in all circumstances • Willingness to conform to the policies and practices promoted by the school 	