

**Job Description:**  Teaching Assistant (SEN)

**Reporting to:** Lead Teaching Assistant

**Line management of:** None

**Contacts:** Students, Teachers, Parents & Carers, other Academy staff

**Purpose**

Work under the direction of the SENCO to enable access to learning for students with special educational needs; deliver support programmes and assist teachers in the management of students in the classroom. Contribute to raising levels of achievement for identified students and ensuring that individual learning needs are met.

**Accountabilities – Specific**

Working with the class teacher, or as directed:

* Supervise and provide support for students, including those with special educational needs; ensure their safety and access to learning activities, and the achievement of learning goals.
* Undertake agreed learning activities and teaching programmes; assist with planning, adjusting activities and strategies according to student learning styles and abilities.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with the teacher’s lesson plan.
* Monitor students’ responses to learning activities; accurately recording achievement and progress.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Encourage students to interact with others and engage in activities led by the teacher.
* Provide feedback to teachers and students in relation to progress and achievement.
* Assist with routine tests and the support of individual students during examinations; undertake routine marking of student’s work.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy.

**Accountabilities – Generic**

* Promote the inclusion and acceptance of all students.
* Assist teachers in fostering stimulating learning environments.
* Work constructively as part of a team, understanding classroom roles and responsibilities and the teaching assistant’s position within these.
* Establish constructive relationships with students and parents/carers.
* Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity; assist students in use.
* Provide clerical and admin support e.g. photocopying, filing, collection of money; assist with the display of pupils’ work.
* Assist with the supervision of students out of lesson times and during out of school activities as directed.
* Undertake work experience visits as and when required.
* Support the use of ICT in learning activities and develop students’ competence and independence in its use.
* Serve as a role model based on high standards and professional conduct.

**Other accountabilities**

* Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Child protection procedures.
* Maintain confidentiality in relation to all work undertaken and departmental information.
* Carry out such duties as may from time to time be reasonably assigned by the Principal, operating within the Academy contract.
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety & Welfare.
* Undertake any necessary professional development as identified through Performance and Development reviews taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification 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 the Academy in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

**Post: Teaching Assistant SEN**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education/Qualifications** |  |  |
| Numeracy, literacy and ICT skills equivalent to Level 2 or above. |  | √ |
| Relevant professional training or development. |  | √ |
| First Aid Training |  | √ |
| **Experience** |  |  |
| Working with or caring for children of relevant age. | √ |  |
| Collaborative and supportive work with colleagues within the organisation | √ |  |
| Collaborative and supportive work with parents. |  | √ |
| **Skills and Knowledge** |  |  |
| Basic understanding of child development and how children learn | √ |  |
| Understanding of relevant policies/code of practice and awareness of relevant legislation |  | √ |
| General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy) |  | √ |
| Ability to relate well to young people and adults. | √ |  |
| Good oral and written communication skills. | √ |  |
| Good listening skills. | √ |  |
| ICT skills appropriate to the role, including audio visual and copying equipment. | √ |  |
| Effective time management. | √ |  |
| Effective and efficient organisation and administrative skills. | √ |  |
| Committed to continual personal and professional development. | √ |  |
| **Personal Qualities** |  |  |
| A commitment to maximising the academic, personal, social and emotional development of all students. | √ |  |
| Work constructively as part of a team. | √ |  |
| Willing to work within organisational procedures, processes and to meet required standards for the role. | √ |  |
| Be resilient and demonstrates ability to work well under pressure. | √ |  |
| Able to adopt a flexible working practice. | √ |  |
| Excellent record of attendance and punctuality. | √ |  |
| **Equal Opportunities** |  |  |
| Commitment to the Academy’s equal opportunities policy and Child protection policy. | √ |  |

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