

**Job Description**

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| Role | SEN Teaching Assistant Full Time |
| Job Purpose | * To support and enable pupils with a range of learning difficulties and additional needs
* To provide support to other pupils in the class or in the wider school if required
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| Accountable to | The Headmaster via the Deputy Head and SENCo |
| Responsible for: | Provision of in-class, one-to-one and small group support to a range of pupils with learning difficulties. |
| **Accountabilities** |
| Policy/Strategic direction and development | * Contributing to whole school policy-making as required by the Head.
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| Leadership & management of others | * N/A
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| Teaching and Learning | • withdraw individuals (or groups) as required to help them achieve individual targetsPromoting the general progress and well-being of assigned pupils• Making records of and reports on the personal and social needs of pupils (as necessary) and academic progress• Supporting teaching staff by attending assemblies, registering the attendance of pupils and supervising pupils as necessary, whether these duties are to be performed before, during or after school sessions. • Participating in meetings arranged for any of the purposes described above.  |
| Pastoral | * Ensuring a commitment to safeguarding and promoting the welfare of children.
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| Extra-curricular activities & other duties | • Organising and participating in extra-curricular activities (e.g. clubs, activities, residential trips, inter-house activities, etc)* Undertaking before school/break/lunch/after school duties as assigned
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| Marketing and external links, including public occasions | • Communicating and co-operating with persons or bodies either internally or outside the school (as necessary) |
| Management of resources | * Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines
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| Monitoring, evaluation & assessment | * Providing or contributing to oral and written assessments, reports and references relating to assigned pupils
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| Training & development of self and others | * Keeping up to date with current trends in the teaching of children with learning support needs
* In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.
* Promoting the sharing of good practice
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| General requirements – All school staff are expected to:- | * Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
* Contribute to the school’s programme of extra-curricular activities.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s H&S and First Aid policies to ensure a safe working environment for staff, students and visitors
* Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Engage actively in the annual performance review process.
* Adhere to policies as set out in staff handbook.
* Undertake other reasonable duties related to the role as required from time to time.
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| Review and Amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

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| **Skills Required** |
| Organisational skills: the ability to work in an effective way to meet targets and deadlines | Essential |
| Teamwork: the ability to work collaboratively with others | Essential |
| Communication skills: the ability to make points clearly and understand the views of others | Essential |
| Decision making skills: the ability to solve problems and make decisions | Desirable |
| Self-management skills: the ability to plan time effectively and organise oneself well | Desirable |
| Interpersonal skills: the ability to be an enabling and effective team leader | Desirable |
| Coaching & Leadership skills: the ability to evaluate the work of others and enable their development | N/A |
| Analytical skills: the ability to analyse data and information to identify patterns and trends | N/A |
| Strategic skills: the ability to formulate strategies for improved learning | N/A |
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| **Knowledge Base** |
| Excellent subject knowledge | Essential |
| Excellent professional knowledge and understanding | Desirable |
| Understanding of national curricular requirements of the subject. | Desirable |
| Up to date with professional developments in the subject and other aspects of education | Desirable |
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| **Qualifications/Attainment** |
| OCR Level 5 or equivalent | Essential |
| Good standard of Maths & English  | Essential |
| Experience in a school or college environment  | Essential |
| Good honours degree  | Desirable |
| Post graduate qualifications, Masters degree/ post graduate diplomas | N/A |
| Experience as a Teacher, Coach or Tutor | Desirable |
| Experience of organising or participating in extra-curricular activities | Desirable |
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| **Attitude/approach** |
| A positive attitude and approach to change and development | Essential |
| A a ‘can-do’ attitude and a willingness to get involved | Essential |
| Flexible and firm with the ability to know when to be either | Essential |
| Enjoy rising to the challenges inherent in a school environment | Essential |
| Ability to enthuse children and adults | Essential |
| Lifelong Learner | Desirable |

*Last Reviewed – March 2017*