Job Description

JOB TITLE: SEN TEACHING ASSISTANT (17.5 HOURS) (FIXED TERM UNTIL 31st JULY 2019)

POST NO: NREQ0280

SALARY: BFA HAY 11 SCALE

JOB PURPOSE

To support access to learning for students under the direct instruction of teachers and tutors, usually within the designated learning environment.

SPECIAL DUTIES AND RESPONSIBILITIES

The post holder will support teaching staff by:

- Providing general support to the classroom teacher in the management of pupils and the classroom.
- To lead small parts of lessons with a small number of students.
- To share the school's responsibility to support and promote the learning, personal development and well-being of all students.
- Preparing the classroom and other learning areas as directed for lessons and clearing afterwards.
- Assisting with the display of student's work.
- Being aware of individual student's barriers/progress/achievements and reporting any concerns to the teacher as agreed.
- Undertaking student record keeping as requested.
- Being aware of/working within planned learning activities.
- Contribution to planning e.g. for individual students, general literacy/numeracy.
- Working with the teacher in managing student behaviour and reporting as appropriate.
- Providing clerical/administrative support e.g. photocopying, typing, filing, etc.

The post holder will support students by:

- Supervising and providing support for students, ensuring their safety and access to learning.

- Assisting with the development and implementation of IEPs/BSPs/ASPs.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact with others and to engage in activities led by the teacher.
- Encouraging students to act independently as appropriate.

The post holder will support the curriculum by:

- Supporting students to understand instructions and tasks.
- Supporting students using ICT as directed.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.
- Leading planned activities and tasks according to whole school need.

The post holder will support the school by:

- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance management as required.
- Assisting with the supervision of students out of lesson times, including before and after school and at breaks / lunchtimes.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.
- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person.

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GENERIC DUTIES

In addition to the key requirements of the post, the post holder is required to contribute to the overall ethos/work/aims of the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Meeting the requirements of the Health & Safety at Work Act 1974 and BFA's Health and Safety Procedure.
- Being aware of and supporting difference and ensuring equal opportunities for all.
- Supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Completing all associated organisation and administrative work.
- Participating in both internal and external staff development as appropriate.
- Being prepared to operate on a flexible year as required.
- Undertaking such other duties as may be reasonably required commensurate with the grade of the appointment.

SUPERVISION RECEIVED

This post will report to the SENDCo.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Inspirational Futures Trust on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to BFA's Health and Safety Policies in respect to their specific duties and responsibilities.

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CONDITIONS OF SERVICE

The BFA standard contract of service applies:

SALARY

BFA HAY 11 Scale: £6,777.87 to £7,240.68 per annum.

HOURS

Hours of attendance: 17.5 hours per week.

This post is 39 weeks per annum on a term time only basis plus 5 flexible days.

SPECIAL NOTES AND CONDITIONS

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

Bristol Futures Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification

	ESSENTIAL	*DESIRABLE*
Five GCSEs at grade C or above (or equivalent), including Mathematics and English. *All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.*	✓	
Willingness to commit to bespoke BFA training.	✓	
Qualified to at least Level 3.	✓	
Relevant experience of successfully working with students in a classroom environment.	✓	
Sensitivity with a professional approach to the many and varied needs of young people from a variety of backgrounds and abilities.	✓	
Excellent organisation and administrative skills.	✓	
Innovative, flexible and responsive approach to the delivery of additional learning support.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
A First Aid qualification or the willingness to undertake a basic First Aid course.		✓
Computer literacy.	✓	
Highly motivated and committed to alternative provision.	✓	
Excellent communication Skills.	✓	
Experience of differentiating work for students.	✓	
Willingness to support with medical needs of students.		✓