

JOB DESCRIPTION	
SCHOOL: Westfield Primary	
POST TITLE: SEN TEACHING ASSISTANT – LEVEL 2/3	POST NO: GRADE: 3 SCP 5
RESPONSIBLE TO: CLASSROOM TEACHER/DESIGNATED SUPERVISOR	
DATE: September 2019	

Main purposes of the job

- Assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills and well being
- Work as part of a team to ensure the health and safety of pupils at all times, under the direction teachers/teaching assistants as identified by the school
- Responsible for supporting a positive learning environment for pupils at all times.
- Responsible for promoting and safeguarding the welfare of children and young people within the school who will have varying complex special needs
- Must be fit and active to carry out 1:1 manual lifting on a day to day basis (with training)

Main duties and responsibilities

1. Assist pupils in implementing their personal care programmes during the school day and to work alongside other professional staff to further pupils' personal independence skills.
2. Provide practical assistance in relation to other identified physical needs e.g. transportation and transferring, manual handling, dressing, meal times, organisation of the pupils learning equipment/resources.
3. Maintain and clean personal care equipment and materials, clothing etc and maintain toiletry supplies.
4. Provide personal assistance to identified pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc.
5. Maintain and keep relevant records e.g. those related to personal care, physical programmes etc in conjunction with the appropriate teachers/teaching assistants (TAs).
6. Work in co-operation with other key-workers involved in supporting the pupils' educational and health care needs under the guidance of the teacher, SENCO, TAs (as appropriate).
7. Contribute to the maintenance and management of learning resources and that all equipment is stored safely.
8. Participate in physical activities with a pupil/s if appropriate.
9. Identify and promote the inclusion of all pupils, ensuring equal access to learning opportunities both in and out of the classroom.

10. Support the school's positive approach to managing behaviour, to ensure that pupils behave appropriately and in line with the schools behaviour policy at all times.
11. Actively engage with the pupils to ensure that they are involved in purposeful and co-operative behaviour.
12. Ensure that pupils gain self-confidence, interact fully and form relationships with others.
13. Take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
14. Communicate appropriately with key staff members regarding information that may relate to a child's well being, care needs etc and be prepared to act on feedback as appropriate.
15. Ensure that you are a strong, positive role model for pupils and other staff and that you maintain good working relationships and communication with colleagues.
16. Accompany staff and pupils on visits, trips and out of school activities within contracted hours as required.
17. Work within the framework of the school's agreed policies and procedures.
18. Adhere to the schools guidance on healthy and safety, manual handling, outdoor play and personal care needs.
19. Actively participate in staff meetings and any appropriate training when required.
20. Undertake broadly similar duties commensurate with the level of the post.

QUALIFICATIONS AND EXPERIENCE

Essential

- Either NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme
- Or a minimum of 3 years recent, relevant experience, which demonstrates the post holder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.
- A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.
- All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare.
- An ability to relate well to both children and adults.
- Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only.
- To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

Desirable

- Appropriate knowledge of general first aid.
- Training in the relevant learning strategies e.g. literacy.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

Physical Effort

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

Working Environment

During occasional periods of supervision, there will be an expectation that the post holder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

General

- The post holder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.
- The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement