

Understand

Encourage



Inspire

Equip

Archbishop Sumner

Church of England Primary School

Reedworth Street, London SE11 4PH

<u>JOB TITLE:</u>	SEN Teaching Assistant
<u>RESPONSIBLE TO:</u>	Headteacher/Deputy Headteacher/SENCO/ Class Teacher
<u>CONTRACT TYPE:</u>	One Year Fixed Term
<u>SALARY:</u>	Scale 3 – Point 5 - £31,086(annual) – to pro rata term time only

PURPOSE OF THE JOB

To predominantly work with children with special educational needs (including EHCPs) and to assist the school and teachers with the raising of educational achievement; supporting and encouraging pupils to become independent learners and thrive.

MAIN DUTIES AND RESPONSIBILITIES:

- To supervise pupils, whether individually or in groups, on activities planned by the teacher.
- To supervise pupils, whether individually or in groups, to ensure their health and safety needs are met.
- To supervise pupils, whether individually or in groups, to facilitate their development and to contribute to reviews and observations.
- To provide assistance to teaching staff in delivering work programmes and whole class activities.
- To attend to children's physical needs
- To administer first aid to pupils, when appropriate.
- To work with children with SEN on individual targets.

Love always protects, always trusts, always perseveres, always hopes.

1 Corinthians 13:7

- To work as directed with children on a 1:1 basis or a group, being conversant with a child's Educational Health Care Plan where relevant.
- To undertake activities as directed by class teacher and SENCo.
- To provide assistance to teaching staff in the preparation of resources and any other reasonable assistance to the class teacher e.g. photocopying, word processing, filing, setting up and taking down class displays, collation of pupil records, ordering supplies and equipment.
- To take children out of class at the teacher's request and accompany the class on visits, to assemblies, etc.
- To pass on any observation that causes concern, in accordance with school's Children Protection Policy to the Class Teacher or SENCO.
- To be aware of individual children's progress and report on this to the class teacher.
- To set out equipment in the playground and in the classroom for use by pupils and ensure that it is safely stored away after use.
- Be responsible for children's behaviour during morning break and midday break and showing them how to enjoy playtime
- To ensure that health and safety practices and procedures affecting pupils are maintained during the morning and lunchtime break
- Encourage children to eat healthily and well by making the right food choices
- Sort out disputes between children fairly and in accordance with our behaviour policy
- To be responsible for promoting equality of opportunity in accordance with relevant policies on Equal Opportunities and to offer services to all regardless of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or creed.
- To carry out other such duties as may be required from time-to time commensurable to the grade and qualifications of the post
- To support in delivery of before and after school care
- To support and uphold the ethos of a church of England School
- To carry out any reasonable request of the Headteacher

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Person Specification

Qualifications
Education to A level or equivalent standard
Skills/Attributes/Knowledge
A commitment to following safeguarding practices and safeguarding children
Flexibility
Ability to take the initiative
Warm and approachable
Calm, empathetic, patient
A good listener
Good communication skills
Good IT skills
Hard working active team member
High standard of written and spoken English
The ability to support children academically from Reception to Year 6
A positive and enthusiastic outlook
A commitment to supporting children's social and emotional and behavioural development
A sense of humour
Good organisation and time management
Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information
The ability to liaise with and gain the confidence of all school staff
Supportive of our Christian ethos
Commitment to implementing a trauma informed approach
Experience
Experience of supporting children academically
Experience of supporting children with a variety of special educational needs including for example ASD, ADHD, Speech and language needs, verbal and pre verbal, PDA
Experience of working with outside professionals and of working from an EHCP.
Experience of supporting children's Social, emotional and mental health needs
Experience of working within a primary school or with primary aged children
Experience of delivering a variety of SEN interventions
Experience of teaching phonics/delivering phonics interventions

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