



Job Description

Role	SEN Teaching Assistant		School/Department	Great Hollands Primary School
Grade	Grade 3, spinal points 5 to 6		Reports to	Headteacher
Job evaluation code	GHP003b		Date of evaluation	April 2022
Purpose	<ul style="list-style-type: none"> To provide support to the SENCo/teachers in the management of children individually, within groups of pupils, and in the classroom to assist with their learning, social, educational and emotional and help with their learning programmes. For pupils with additional needs, liaise with staff, children, families, and external agencies to arrange development meetings. 			
Scope	Main contacts:	Staff responsibilities:	Financial accountability:	
	Pupils, colleagues, parents/families	None	None	
Key accountabilities	Working under the direction of the SENCo/teachers to support the learning of pupils			
Main duties and responsibilities	<p>General</p> <ul style="list-style-type: none"> provide for the pupils welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils, use of basic first aid with the support of trained staff, and intimate care. promote inclusion, act as a role model, be fully aware of individual needs and respond to them. encourage pupil interaction and engagement with teacher led learning activities. liaise and discuss with the class teacher as to the planned programmes of work for the session and/or the day to keep in general dialogue with the class teacher/SENCo as to the pupil's progress and/or perceived difficulties with any given learning objectives (via completion of the feedback sheet) prepare and routinely maintain classroom/individual materials/resources/displays, assist pupils in their use, clear up afterwards and display pupils' work; support and supervise pupils in lessons in relation to local and national learning strategies e.g. literacy, numeracy, key stage tasks, ICT, formative assessment to promote learning; be aware of pupils' challenges (learning problems) and achievements and report to teacher as appropriate; support the teacher/SENCo in managing behaviour, report difficulties, log difficulties as appropriate; supervise pupils at break and lunchtimes, assisting with preparing for lunch through hand-washing, etc. prepare and clear away activities, undertake playground/wet play supervision, taking the opportunity to promote learning through activities and games, participating as necessary; undertake pupil record keeping, gather and report information from and to parents/carers as required; Support behaviour management in the school through recognising and celebrating good behaviour, challenging, logging and reporting poor behaviour (including discriminatory behaviour)/sanctions according to school procedures. provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc. 			



	<ul style="list-style-type: none"> • contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required; • display a commitment to the protection and safeguarding of children, young people and vulnerable adults, and the inclusion and diversity to ensure that individual has equal access to opportunities to learn and develop • comply with school policies and procedures including those relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person; • Where safety of pupils is at risk, assess the situation, take appropriate remedial action and escalate quickly if required. • be aware of and take part in the schools performance management framework, line manager meetings and participate in training and development activities as required; <p>In addition, if working with SEN Pupils, under the direction of the SENCo</p> <ul style="list-style-type: none"> • support the SENCo in communication of advice and support to colleagues and teachers on suitable activities, resources and cross-curricular opportunities that will enhance the quality of teaching and learning. • advise on available software and appropriate websites for use in the classroom. • provide clerical and administrative support e.g. photocopying, typing, filing, diary maintenance, arranging meetings, liaising with agencies etc. • liaise and discuss with the SENCo as to the planned programmes of work for the days / week. • prepare specific resources / materials for the individuals or groups you may be supporting; • help support the child(ren) in achieving agreed targets as identified in the Individual Education Plan (IEP); • liaise and review with the class teacher the IEP according to the child’s needs; • under the direction of the class teacher / SENCO assist in reviewing and evaluating the child’s progress (school pupil tracker) by keeping appropriate records of what has been achieved and to determine future targets; • under the direction of the class teacher / SENCO contribute to the development of individual plans, implementing advice from other professionals and attending meetings as necessary; • To read, produce and amend minutes of group meetings and manage the distribution of information to intended recipients. • help the child(ren) with the development of social, emotional and self – help skills with a view to enabling them to work independently, without the need of individual or small group support; • promote the SEN department of GHPS in a positive way, ensuring staff, families and agencies hold the work and outcome of the SEN department with high regard. • ensure clear and open lines of communication both within the SEN department, the school and with external agencies. • work with SEN pupils individually or in groups as appropriate. • 15. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder
<p>Other requirements and responsibilities</p>	<ul style="list-style-type: none"> • Enhanced DBS required: • e.g. responsibilities for H&S, risk management, statutory duties not already covered • Provide first aid as required and in line with training provided • Provide intimate care for children as required and in line with training provided
<p>Structure chart</p>	<div style="text-align: center;"> <div style="border: 1px solid black; width: 400px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Headteacher</div> <div style="margin: 5px auto; width: 10px; height: 15px; background-color: black;"></div> <div style="border: 1px solid black; width: 400px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">SEN Teaching Assistant</div> </div>



Person Specification

Role	SEN Teaching Assistant	School/Department	Great Hollands Primary School
Grade	Grade 3	Job evaluation code	GHP003b
Qualifications, training and education	<ul style="list-style-type: none"> • Relevant Level 3 qualification desirable but not essential • Minimum of NVQ Level 2 or equivalent in English and Maths 		
Experience	<ul style="list-style-type: none"> • Experience of working with children, particularly those with challenging behaviour. 		
Skills and abilities	<ul style="list-style-type: none"> • Good questioning skills • Good observation and assessment skills • Understanding of open-ended questioning and investigative work • Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale • Calm under pressure, adaptable • A caring and positive attitude, a good listener and sensitive to pupils needs • Positive behaviour management • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) • Enjoy working and being with children and young people • Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Good attention to detail • Able to show initiative and work independently as required • Commitment to the wellbeing and safety of all children • A willingness to learn and develop personal skills • A sense of responsibility and ownership 		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	