



Colfe's Junior School

Job description: Teaching Assistant with SEN qualifications - fixed term to July 2018

Job Title: Teaching Assistant: SEN Support

Main Functions: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

- 1 To aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupils is able to use equipment and materials provided
 - Motivating and encouraging the pupils(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
 - Liaising with class teacher, Director of Learning Support and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or Director of Learning Support
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupils
 - Run social groups if required to assist SEND pupils with social interaction
- 2 To establish supportive relationships with the pupils and parents concerned
- 3 To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 4 Contribute to the management of pupil behaviour;
 - Promote school policies on pupil behaviour
 - Support implementation of strategies to manage behaviour
 - Contribute to the management of pupil behaviour
 - Employ strategies for behaviour management and report any problems to the teacher
 - Report any progress towards targets for children with Behaviour Support Plans
 - Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
 - Deal with any disruption and report to the teacher any difficulties that you are unable to overcome
- 5 Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 6 To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self reliance and self esteem.
- 7 To mark pupils' work under the direction of the class teacher
- 8 To support the pupils in developing social skills both in and out of the Classroom

- 9 To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 7)
- 10 To provide regular feedback on the pupils' learning and behaviour to the teacher/Director of learning support including feedback on the effectiveness of the behaviour strategies adopted
- 11 Under the direction of the teacher/Director of learning support including, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- 12 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- 13 Where appropriate, to know and apply positive handling techniques
- 14 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- 15 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- 16 To be aware of confidential issues linked to home/pupils/teacher/school
- 17 To contribute towards reviews of the pupils' progress as appropriate
- 18 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 19 To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- 20 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- 21 To accompany teacher and pupils on educational visits

Application procedure

Applications should be sent **as soon as possible** and by **13 October** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

The application should be submitted either by post to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AV

Or electronically to: recruitment@colfes.com

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.

