POST: **SEN Teaching Assistant (2)**

ACCOUNTABLE TO: SENCO, Class Teacher, Senior Staff

GRADE: Bexley 05 (FTA £21,591)

WORKING HOURS: 30h/week, 38weeks/year

1. **Main purpose of the placement:**

Provide support for pupils with complex educational needs across the school. Ensure that pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist pupils’ individual learning and social needs.

Be responsible for implementing the targets on the pupils’ SEN Support Plan/Provision mapping in liaison with the class teacher and SENCO.

1. **Major Duties and Responsibilities:**

1.To provide learning support for pupils in class or in withdrawal situations, either 1:1 or small groups.

2. Provide additional nurture to pupils when requested by the class teacher or SENCO.

3. To develop knowledge of the particular needs of individual children and seek advice from SENCO,

class teacher and outside agencies as required.

4. To aid access to the full range of learning experiences both inside and outside the classroom and

provide modified materials as required.

5. To make or modify resources as suggested and advised by the SENCO, Educational Psychologist or other outside agencies.

6. To be involved in the planning and preparation of the day to day activities.

7. To organise and maintain an inclusive learning environment both in the classroom and outside.

8. To support SEN pupils in the playground, being mindful of health and safety, and encouraging safe

interactive play.

9. Motivate and encourage pupils to try activities they may be unsure of.

10. Provide positive reinforcements, praise and rewards.

11. Consistently and effectively implement agreed behaviour management strategies.

12. Facilitate inclusion in small group activities with peers and support interaction between them.

13. To attend meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

14. Provide support and facilitate interaction with peers in the classroom and around school.

15. To work as part of the team to ensure that the wellbeing and personal development of pupils enhances their learning opportunities and life skills.

16. To attend planning meetings with the SENCO and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.

17. To provide regular feedback to the class teacher, SENCO and relevant outside agencies about pupils’ difficulties and progress.

18. To contribute to meetings to review pupils’ progress by writing a brief report and attending the meeting.

19. To maintain confidentiality and sensitivity to pupils’ needs but have regard to the safeguarding

procedures of the school.

1. **Job Activities:**

1. Undertake tasks under the direction of the Class Teacher, SENCO or Senior Leaders

2. Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.

3. Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.

4. Motivate pupils to learn.

5. Motivate pupils to be sociable.

6. Maintain records of the pupils.

7. Have patience with children who find conforming to rules and expectations difficult.

8. Have patience, be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might behave.

9. To establish supportive relationships with the pupil concerned.

10. To promote the acceptance and inclusion of pupils with SEN encouraging pupils to interact with each other in an appropriate and acceptable manner.

11. Monitor pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher/SENCO to achieve the intended learning outcomes.

12. To give positive encouragement, feedback and praise to reinforce and sustain pupils’ efforts and develop self-reliance and self-esteem.

13. To support SEN Pupils in developing social skills both in and out of the Classroom.

14. To provide regular feedback on pupils learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.

15. 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.

16. To know and apply school policies on Child Protection, Health and Safety, Behaviour etc

17. To contribute towards reviews of pupils’ progress as appropriate.

19. To accompany teacher and pupils on educational visits.

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| **Signed by:** | **Post Holder:** | **Date:** |
|  | **Line Manager:** |  |

1. **Personal Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Good numeracy/literacy skills. | DfES Teacher Assistant Induction Programme.  NVQ 2 for Teaching Assistants or equivalent qualifications or experience  Training in the relevant learning strategies, e.g. literacy.  First Aid Training as appropriate. |
| **Experience** | Working with or caring for children of relevant age with complex needs. |  |
| **Knowledge**  **and Skills** | Knowledge of SEND/ASD  Effective use of ICT support learning.  Ability to communicate effectively  Use of other equipment technology – video, photocopier.  Basic understanding of child development and learning.  Ability to self evaluate learning needs and actively seek learning activities.  Ability to relate well to children and adults. Provide appropriate role models of behaviour.  Work constructively as part of a team.  Knowledge and understanding of different social, cultural and physical needs. | Understanding of relevant policies/code of practice and awareness of relevant legislation.  General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. |

Foster’s Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All roles are subject to a satisfactory enhanced DBS disclosure and other employment checks.