



## **Job Description and Person Specification**

Special Educational Needs

Teaching Assistant



## Special Educational Needs Teaching Assistant

**GRADE:** Scale 4

**REPORTS TO:** Head of School and Special Educational Needs and/or Disabilities Coordinator (SENDCo)

### **JOB PURPOSE:**

To enhance the development and education of pupils with Special Educational Needs in accordance with the aims and policies of the school.

### **PRINCIPAL RESPONSIBILITIES:**

1. Using acquired skills, support and deliver learning activities and contribute to the development of personalised teaching and learning.
2. Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3. Supervise the activities of individuals or groups of pupils both in and out of the classroom (including Educational Visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's Behaviour Management Policy.
4. Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the level of SEND Support provided for a pupil with Special Educational Needs.
5. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
6. Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
7. Attend to the personal and physical needs of pupils so that their well-being is maintained.
8. Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
9. Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
10. Attend staff and other meetings and participate in staff training development work and staff reviews as required.

The post holder may be required to undertake such work as may be determined by the Head of School from time to time, up to or at a level consistent with the main responsibilities of the job.

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>  <b>Job Related Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of and /or experience of using strategies to support pupils with Special Educational Needs</li> <li>Ability to support the implementation of strategies suggested by the SENDCo, Class Teacher and external advisors and ability to review effectiveness of strategies being used</li> <li>Experience of working closely in a team</li> <li>Commitment to and understanding of inclusion</li> <li>Maintain a professional approach in relation to the role of Special Needs Teaching Assistant</li> <li>Ability to work with parents in the best interests of the child and that of other children in the class</li> <li>A commitment to undertake further training to develop expertise</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children in the Early Years/Key Stage 1</li> <li>Experience of working with children across the primary age range</li> <li>Knowledge of the EYFS and 2014 National Curriculum</li> <li>Expertise in e.g. Speech and Language or a specific intervention</li> <li>Experience of supporting children with e.g. Downs Syndrome, Globale Learning Delay and/or Cerebal Palsy</li> <li>NVQ Level 3 in supporting Teaching and Learning (or equivalent)</li> </ul>
<b>Skills and Aptitudes</b>  <b>Education and training</b>	<ul style="list-style-type: none"> <li>Ability to modify tasks and support the use of specialist techniques/equipment if needed</li> <li>Use initiative when working, see things that could be improved</li> <li>Effective interpersonal/communication skills.</li> <li>Effective organisational skills</li> <li>5 GCSEs (A*-C) or equivalent including English and Maths</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Enjoy working with children</li> <li>Welcoming and approachable</li> <li>Flexible in attitude and thinking</li> <li>Ability to make a positive contribution to the team</li> <li>Committed to providing the best for children</li> <li>Commitment to pupil well-being, safeguarding and child protection</li> <li>Excellent communicator</li> <li>Ability to multi task, problem solve and use initiative</li> <li>Understanding of need for confidentiality</li> </ul>	

**The Laurus Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.**

**The Laurus Trust is committed to safeguarding and promoting the welfare of children  
and expects all staff to share this commitment.**

**May 2019**