



# Avenue Primary Academy

## Phase Teaching Assistant for SEN Opportunity Base

### Job Description

The purpose of the job is to support the teaching, learning, safety and wellbeing of pupils by carrying out the duties outlined below.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Work under the direction of the Opportunity Base Class Teacher, Deputy Head of Base and Head of Base to:

- ◇ Support individual children or small groups of children in carrying out tasks set by the teacher.
- ◇ Take full responsibility for the delivery of specific intervention programmes to individual children or small groups of children. This will include planning and assessing the intervention programme.
- ◇ Prepare or adapt resources for individual children or small groups of children.
- ◇ Plan and/or contribute to planning for individual children or small groups of children in specific areas of the curriculum.
- ◇ Assess and record the attainment of individual children or small groups of children in specific areas of the curriculum.
- ◇ Take part in and contribute to Annual Reviews and IEP Reviews as required and contribute to the writing of new IEPs.
- ◇ Be aware of and work towards the achievement of pupils' IEP targets and other individual targets.
- ◇ Liaise closely with the Opportunity Base class Teacher and Inclusion Manager to share information concerning pupils' progress, working as part of a team.
- ◇ Join the Class Teacher and/or Inclusion Manager in discussing pupils' progress with parents or other professionals as required.
- ◇ Provide general classroom supervision to allow the Class Teacher to focus on a particular group of children.
- ◇ Contribute to the displays and learning materials within the Classroom.
- ◇ Support students with emotional or behavioural problems and help develop their social skills
- ◇ Support professionals such as Occupational Therapists, Speech and Language Therapists etc., in delivering 1:1 or small group sessions with children.

- ◇ Deliver activities and programmes recommended and provided by professionals such as Occupational Therapists, Speech and Language Therapists etc.
- ◇ Support pupils in the mainstream school environment, when appropriate.
- ◇ Supervise pupils during all lunch and break times.
- ◇ Liaise with parents/carers at the beginning and end of the school day.

Other duties:

- ◇ Extend own professional development through attending appropriate training sessions.
- ◇ Attend Safeguarding training as required and take responsibility for ensuring children's safety
- ◇ Have a general duty of care and supervision towards all children in the school.
- ◇ Administer prescribed medicines to pupils as required and in accordance with the Administering Medicines policy.
- ◇ Follow the Intimate Care policy as required. This will include changing nappies and cleaning children who have soiled themselves.
- ◇ Contribute to the positive ethos of the school

The above responsibilities are not exclusive and a Teaching Assistant may sometimes be required to carry out other reasonable duties.



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### Person Specification

*E – Essential D – Desirable.*

*Evidence to be found in Interview, including lesson observation (I) or Application form (A)*

#### Experience and Qualifications

- ◇ Experience of working with Primary age children as a Teaching Assistant.
- ◇ Experience of working with Primary age children with SEN E (A)
- ◇ Experience of working as part of a team. E (A/I)
- ◇ Related training/qualification E (A)
- ◇ English and maths at GCSE level or equivalent E (A)

#### Skills and Abilities

The willingness and ability to support children's learning by:

- ◇ Working with individuals and groups of children E (I)
- ◇ Developing an understanding of children's individual needs E (A/I)
- ◇ Carrying out instructions reliably E (A/I)
- ◇ Taking responsibility for delivering specific intervention programmes D (A/I)
- ◇ Producing, preparing and adapting resources D (A/I)
- ◇ Assessing children's progress D (A/I)
- ◇ Keeping accurate records D (A/I)
- ◇ Contributing to planning and review meetings D (A)
- ◇ Communicating clearly with children and adults in speech and writing E (A/I)
- ◇ Working as part of a team E (I)
- ◇ Demonstrating a willingness to work with a range of special educational needs. E (A/I)
- ◇ Having a sound knowledge of safeguarding issues. E (A/I)

#### Qualities

- ◇ An enthusiasm for working with children and supporting their learning E (A/I)
- ◇ A commitment to developing children's full potential E (A/I)
- ◇ A commitment to further professional development D (A/I)
- ◇ Flexibility, a cheerful disposition, and a sense of humour D