



Job Description	
Role	SEN Teaching Assistant
Grade	B3
Reporting to	Resource Base Lead/SEND CO

Purpose of Role

To work with individuals and groups under the instruction/direction of senior manager/teaching staff to support the delivery of quality learning and teaching of pupils with children who have a range of significant SEND needs in our Resource Provision. The children will have an EHCP with a primary need of cognition and learning but often have other needs such as autism, social, emotional and mental health difficulties, and in some instances, children who exhibit challenging behaviour.

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become independent learners.

To undertake work/care/support programmes to enable access to learning.

To promote the safety and wellbeing of students and all stakeholders.

To promote and ensure the welfare and safeguarding of children at all times.

Responsibilities

Work collaboratively with teachers and other professional agencies to provide effective support for learning activities;

To work with children and young people who have complex needs Providing an appropriate level of emotional and physical support where necessary;

To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities;

Support pupils to understand instructions, support independent learning and inclusion of all pupils;

Provide support to pupils who have communication difficulties also where English is an additional language;

Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;

Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;

Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;

Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;

Support the teacher in monitoring, assessing and recording pupil progress/activities;

Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;

Support the use of ICT in the curriculum;

Support children's' learning through play and planned learning activities;

Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;

Prepare and present displays;

Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;

Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures;

Assist in the development of pupil support plans and passports

Undertake pupil record keeping and maintenance of records as requested;

Invigilate examinations and tests;

Assist with the supervision of pupils before school, break times, lunchtimes (not as a supervisory assistant) and after school clubs if required;

Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher;

Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;

Administer medications subject to agreement and in line with school policy;

Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos, and encourage and ensure staff and pupils follow this example.

Be aware of and comply with school and St Gregory the Great Catholic Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with

relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Principal.

Person Specification	
Role	SEN Teaching Assistant
Grade	B3

Qualifications	E	D	M
GCSE Maths and English (A-C)		X	A
First aid training		X	A

Skills	E	D	M
Good numeracy/literacy skills	X		A,I
Able to effectively use ICT to support learning	X		A,I
Use of other appropriate technology – video, photocopier	X		A,I
Ability to relate well to children and adults	X		A,I
Ability to work constructively as part of a team	X		A,I
Ability to self-evaluate learning needs and actively seek learning opportunities		X	A,I

Knowledge	E	D	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	X		A,I
Basic understanding of child development and learning	X		A,I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	X		A,I
Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience	X		A,I
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment	X		A,I
Training in the relevant learning strategies e.g., literacy	X		A,I
An understanding of classroom roles and responsibilities and your own position within these.		X	A,I

Experience	E	D	I
Working with or caring for children of relevant age		X	A,I

Behavioural/Personal Characteristics	E	D	I
Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy.	X		A,I
To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies.	X		A,I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	X		A,I
Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults	X		

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment A= Application Form I= Interview T= Test/Assessment Task

