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| <b>Position:</b> | <b>Teaching Assistant SEN (Scale 2)</b> |
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**Reports to:** SENDCo

**Purpose of Role** To work under the direct instruction of teaching staff/SENDCo, usually in the classroom with the teacher, to support access to learning for children with specific needs.

### Job Description

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| <b>Support for Pupils:</b>     | <p>Attend to the child's personal needs and implement related personal programmes, including social, behavioural, health, physical, hygiene, first aid and welfare matters. Supervise and support the child ensuring safety and access to learning. Establish good relationships with the child, acting as a role model and being aware of and responding appropriately to individual needs. Promote the inclusion and acceptance of the child. Encourage the child to interact with others and engage in activities led by the teacher. Encourage the child to act independently as appropriate. Liaise with the class teacher regarding the child's Provision Map and targets. Clarify and explain instructions to the child. Develop appropriate multi-sensory resources to support the child. Encourage constructive play in the playground.</p> |
| <b>Support for Teachers:</b>   | <p>Be aware of the child's needs/progress/achievements and report to the teacher and SENDCo as agreed. Undertake record keeping as requested. Support the teacher in managing the child's behaviour, reporting difficulties as appropriate. Gather/report information from/to parents/carers as directed.</p>  |
| <b>Support for learning:</b>   | <p>Support the child access the curriculum making reasonable adjustments as necessary, across the range of subjects. Support the child to understand and follow instructions. Support the child in using basic ICT as directed. Prepare and maintain equipment/resources as directed by the teacher and assist the child in their use.</p>   |
| <b>Support for the School:</b> | <p>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Contribute to the overall ethos/work/aims of the school. Attend relevant meetings as required. Participate in training and other learning activities and performance development as required. Accompany teaching staff and the child on visits, trips and out of school activities as required.</p>  |



## Person Specification

### Qualifications & Experience:

Experience of working with relevant age groups within a learning environment.  
Experience of working with children with behavioural, social and emotional needs  
Good English and maths skills.

### Knowledge & Understanding:

Able to work constructively as part of a team, understanding classroom roles and responsibilities.  
Able to use basic technology - computer, video, photocopier, emails  
Ability to relate well to children and adults.  
Appropriate knowledge of SEND specific strategies and approaches.

### Personal Qualities

Must be committed to looking after the welfare of the children both the individual assigned to and all other children in the school  
Must be able to complete tasks with the minimum of supervision  
Must be able to prioritise and react appropriately to events and situations  
Must be willing to learn new skills and be proactive  
Must be willing to be a member of a team and also demonstrate autonomy  
Must keep school matters confidential  
Must have a sense of humour

### Physical

May be required to use 'positive handling' techniques (training will be given)  
May have to administer personal care depending on the child's stage of development

### Equal Opportunities

Must have an understanding of and a willingness to promote equal opportunities

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**