

The Royal Alexandra & Albert School

SEN Teaching Assistant Job Description



Job Title:	SEN Teaching Assistant
Contract type:	Permanent
Reporting to:	SENDCo
Salary:	£14,830.64 - £16,280.90 (£21,475 - £23,575 FTE), depending on experience
Hours:	32.5 hours per week, 35 weeks per year (term time only). Part-time will be considered.

The Role

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Key Responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs.
- Support pupils with their social, emotional and mental health needs. Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy.
- Assist with the development and delivery of individual education and support plans.

Teaching and learning

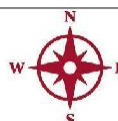
- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use ICT skills to advance pupils' learning.
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.
- Assist with ensuring access arrangements are met during internal and external examinations.



Ambition



Courage



Integrity



Respect

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.
- Take part in CPD as directed by the SENDCo.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Head of Teaching and Learning or SENDCo.

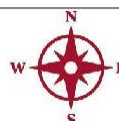
This job description may be amended at any time in consultation with the postholder.



Ambition



Courage



Integrity



Respect

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths 	<ul style="list-style-type: none"> Further qualifications relevant to the role
Experience, knowledge and skills	<ul style="list-style-type: none"> Experience in working effectively in a team Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Excellent verbal communication skills Ability to work as part of a team and to be flexible in their approach to daily routines Active listening skills The ability to remain calm in stressful situations Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience working with children / young people with special educational needs (SEN) Experience planning and delivering learning activities Knowledge of guidance and requirements around safeguarding children Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
Personal	<ul style="list-style-type: none"> Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality Resilient, positive, forward looking and enthusiastic about making a difference 	
	<ul style="list-style-type: none"> Capacity to inspire, motivate and challenge children and young people 	



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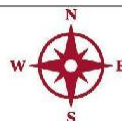
The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect