SEN Teaching Assistant Level 1

JOB DESCRIPTION

ESSENTIAL QUALIFICATION, TRAINING AND EXPERIENCE :	Essential good level of written and spoken English (tested as part of the interview process); Experience of working with children of relevant age in a learning environment
GRADE:	G4
HOURS:	8.45am – 3.45pm on Monday, Wed-Fri and 8.45am – 5.00pm on Tuesday term time only (32.5h/week)
REPORTS TO:	To work under the direct instruction of a Class Teacher or SLT as part of professional team
SUPERVISORY RESPONSIBILITY:	None

Main purpose of the role

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils with SEND and to assist the teacher in the management of pupils and the classroom.
- Work may be carried in the classroom or outside the main teaching area.

Support for pupils

- Supervise and provide particular support for pupils, with special needs, ensuring their safety and access to learning activities as directed by the class teacher.
- Attend to pupils' personal care and welfare needs, and implement related personal and threapeutic programmes, including social, health, physical, hygiene, first aid and welfare matters, ensuring their safety and access to learning activities.
- Understand the purpose of Individual Education/Learning/Behaviour Plans and Personal Care programmes and assist with the implementation of these under the guidance of the class teacher.

- Undertake structured and agreed learning activities/teaching programmes, including therapeutic interventions according to pupils responses under direction of the class teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to thier progress and achievement under guidance of the class teacher.
- Support physical needs, as and when necessary, this includes hoisting, moving and handling, supporting hydro, swimming and PE.
- Commit to the inclusion and acceptance of all pupils.
- Establish and maintain positive relationships with pupils acting as a role model and an advocate, taking into account any challenges and barriers to learning they may have including behaviour that may challenge.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

Support for the teacher

- Under supervision of the teacher, establish an appropriate learning environment, setting up and maintaining resources required to meet the learning activity.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning and EHCP goals.
- Assist with planning of learning activities and creating resources.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers and liaise sensitively with them.
- Assist with monitoring and recording of pupils progess. Undertake marking of pupils' work and accurately record achievement/progress under direction of the class teacher.
- Promote positive behaviour in line with the school policy and any individual behaviour plans.
- Support the use of IT and specialist technologies in learning activities and develop pupils' competence and independence in their use.
- Within an agreed system of supervision and in negotiation/conjunction with colleagues, maintain classroom routines in the absence of the teacher for short periods of time (usually no more than ½ day).

Support for the curriculum

- Under teacher direction, undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil

responses ; support pupils in trips and school activities including swimming/hydrotherapy as required and directed by the class teacher.

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use under direction of the class teacher.
- Help pupils to access learning activities through specialist support.
- Undertake programmes linked to the school curriculum recording achievement and progress of pupils and providing feedback to the teacher.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required in order to to secure the most up-to-date knowledge and skills to carry out the duties of the post.
- Participate in training and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time, during swimming, as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders.
- To take reasonable care for own health and safety including managing own well-being, developing emotional resilience and self-awareness in order to mange the complexity of the job.
- To have a valid Enhanced DBS disclosure that will be re-checked every 3 years as per the Local Authority Policy.
- Under take any other reasonable duties from time to time as may be directed by the Head teacher or his/her nominee.

Duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed……

SEN Teaching Assistant 1

Dated……

Signed ……..……

Headteacher

Dated……...

Person Specification SEN Teaching Assistant Level 1

	Experience / Training
1.	Literacy and Numeracy ideally at level 2 or equivalent– skills test offered as part of the interview process.
2.	Experience of working with children, preferably in a learning environment
3.	Willingness to undertake relevant training as appropriate
	Job Related Knowledge, Aptitude and Skills
4.	Awareness of the needs of pupils at different stages of learning.
5.	Awareness of health and safety and demonstrate a commitment to the protection and safeguarding of children and young people.
6.	The ability or willingness to learn to support children's personal care under supervision and to understand that this activity is a part of their learning.
7.	The ability to support children's personal care needs with respect and sensitivity, promoting independence
8.	An awareness and ability to motivate children in their play/recreation and learning.
9.	The ability to understand that children's behaviour has a range of causes and skills in promoting positive behaviour.
10.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
11.	A willingness to contribute to the general ethos of the school.
12.	A strong ability to communicate effectively with both children and adults
13.	Ability to use technology effectively to support teaching and assessment process
14.	Good organisational skills and flexible approach e.g. able to manage a change in routine, possibly at short notice
15.	Professional approach to all duties e.g. time-keeping, maintaining records and confidentiality