

Job Description



Job title: SEN Teaching Assistant
Reports to: Class Teacher/Principal
Location: Paddock Wood Primary Academy

Job purpose

To assist and support pupils with special educational and general learning needs.

Principal Duties and Responsibilities

The Teaching Assistant's (TA) main role is to provide support for pupils with special educational needs. The TA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The TA will be responsible for implementing the targets on the pupils' Personalised Plan in liaison with the class teachers and the SENCo.

Supporting pupils

- To provide learning support for pupils in class or in 1:1 situations
- To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

Supporting the SENCO

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the Academy

- To foster links between home and school.

- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo or Principal
- Have experience of working with children with special educational needs in a primary school setting
- Have GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Have experience working with children in Primary and with SEN
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those who find learning and managing their behaviour difficult.
- Have training in aspects of SEN, i.e. ELSA, dyslexia.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, Vice Principal or Principal.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

Person Specification

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Liaison with: SENCo, Principal, Class teachers, Vice Principal and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.