



Sponne School

Job Description



Job Title:	SEN Learning Support (Teaching Assistant)
Responsible to:	Faculty Learning Leader SEN & Inclusion
Date:	April 2023
Hours:	17.25 hrs per week, 39 weeks per year
Grade:	Grade D, points 3 to 4

Job Context

Sponne currently has 1490 students and within this there are students who require varying degrees of support to access the full curriculum. This role focuses on the support provided by the Special Educational Needs (SEN) and Inclusion Faculty for our more vulnerable students. The post holder will be assigned a timetable and will be directed by support required by the SEN Co-ordinator (FLL).

Key Responsibilities

- Supporting the students with all aspects of their learning by ensuring they have all the basic skills and equipment to focus on their lessons.
- Provide the student with social & emotional support they require to become independent learners and enjoy their school experience
- Support the Teaching staff to enable the students to access core materials and assist in the assessment, monitoring and intervention required to make progress in their learning.

Job Description:

Supporting the Student

1. Assist specific students in class or small groups by clarifying or explaining instructions in an appropriate way for their needs.
2. Ensure the student has the equipment and materials needed to complete the lesson in the required manner.
3. Motivating and encouraging the student as necessary and help students to concentrate on and complete tasks set.
4. Assisting in focused areas e.g. language, behaviour, reading, spelling, etc.
5. Meet the physical needs of the student as required whilst encouraging independence.
6. Support the student with social & emotional needs.

Supporting the teacher

7. Use strategies, in liaison with the teacher and those outlined by SEN, to support students to achieve learning goals.
8. Provide regular feedback on the student's progress to the teacher and SENCo and contribute to reviews of student progress.
9. Work with individuals/small groups of students as directed by the teacher.
10. Support the teacher in managing the students' behaviour if appropriate by reporting difficulties or logging sanctions for students.
11. Follow appropriate training to undertake student reading and spelling assessments as required.

Supporting the school

12. Administer routine tests and support with exam special arrangements during all exam periods as required.
13. 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.
14. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
15. Where appropriate develop relationships to foster links between home and school.
16. To liaise, advise and consult with other members of the team supporting the child/children when asked to do so.
17. To attend relevant in-service training.
18. Accompany teaching staff and students on visits and trips as required and take responsibility for a group under the supervision of the teacher.
19. To carry out any other duties as requested commensurate with the job description and salary grade as requested by the line manager or the Senior Leadership Team.

Revised: April 2023