

TITLE OF POST:	SEN Teaching Assistant (Inclusion)
GRADE:	Scale 3 Point 5 – 6 (depending on experience)
DATE OF APPOINTMENT:	As soon as possible
LINE MANAGER:	Inclusion Officer/SENCo
HOURS:	36 hours per week, term-time only, permanent role

PURPOSE OF ROLE

- To meet the needs of children with SEND across the school requiring additional support

JOB DESCRIPTION**Support for Pupils:**

- Attend to the child's personal needs and implement related personal programmes, including social, 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 IEP and targets
- Clarify and explain instructions to the child.
- Develop appropriate resources to support the child
- Encourage constructive play in the playground
- Be able to implement specialised programmes, for example Occupational Therapy and Speech and Language programmes.

Support for teachers

- Be aware of the child's problems/progress/achievements and report to the teacher 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.
- Be able to report to teacher about progress against child's targets, such as I.E.P, Occupational Therapy and Speech and Language targets.

Support the curriculum

- Support the child in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Support the child to understand 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.

Support the school

- 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.
- Appreciate and support the role of other professionals.
- 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.

PERSON SPECIFICATION**Qualifications & Experience**

- Experience of working with relevant age groups within a learning environment
- Good numeracy and literacy skills
- Relevant Teaching Assistant qualifications (will consider working towards for the right candidate)
- Experience working with children with special educational needs

Knowledge & Understanding

- Able to work constructively as part of a team, understanding classroom roles and responsibilities
- Able to use basic technology – computer, video, photocopier.
- Ability to relate well to children and adults
- Appropriate knowledge of first aid (desirable)

Personal Qualities

- Be committed to looking after the welfare of the children
- Be able to complete tasks with the minimum of supervision
- Willing to learn new skills including SignaLong
- Willing to be a member of a team
- Must keep schools matters confidential
- Have a sense of humour
- Show initiative and flexibility

Physical

- Must be able to meet the physical demands of the role

Equal Opportunities

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