



TERRINGTON HALL
PREP SCHOOL

Job Description

SEN Specific Teaching Assistant

Department:	SEN / Teaching
Hours:	You will receive an individual timetable for classroom assistance, extra-curricular support and duties.
Salary:	As agreed
Report to:	SENCO
Job Purpose:	<p>To be an outstanding and inspiring practitioner who shares in the school's vision to achieve the best for every child.</p> <p>Experienced SEN Teaching Assistant, with experience in Key Stage 2 and Key Stage 3, and a solid understanding of dyslexia and dyscalculia. The role involves both in-class support and targeted small group work, working closely with and under the direction of the SENCo.</p> <p>There will be involvement in the broader curriculum. All staff contribute to the tutor programme, extensive enrichment programme and undertake school duties such as supporting whole school events and participating in occasional school trips.</p>
Key Responsibility /Accountability	<p>Teaching:</p> <ul style="list-style-type: none">• Assist in the educational development of pupils under the direction and guidance of the teacher• Assist with lesson preparation, and preparation of resources• Have a good knowledge of, and support teachers in, the daily planning of activities involving all the pupils• Provide support for individuals and groups of pupils inside and outside the classroom to enhance their learning as directed by the teacher• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate• Keep the pupils on task and build motivation by modelling good practice

- Assist teachers in carrying out structured classroom assessment/ observation and feedback outcomes
- Be involved in keeping records and evaluating identified pupils' progress
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Help children with their Prep
- Contribute to ensuring that school is an attractive environment in which pupils can thrive for example, by creating school displays

Learning Support:

- To understand the levels of support required within each class and the appropriate implementation of pupil passports
- Take an active interest in learning about how to support children to feel successful and thrive
- Adapt teaching strategies and resources to meet individual learning needs of children on the Learning Support register and those with a Pupil Passport
- Provide structured feedback to class teachers and the SENCO about pupil progress and emerging need
- Support the identification of SEN through observations and liaison with teachers, the SENCO and parents

Pastoral:

- Gain knowledge of all the pupils you work with
- Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
- Help to ensure that pupils are provided with a caring and safe environment
- Encourage good manners, co-operation and good discipline for all pupils
- Implement behaviour management policies in accordance with guidance provided by the teacher
- Liaise with the Teachers and other staff and provide information about pupils as appropriate
- Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head and Deputy Head
- Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Head and Deputy Head
- Serve as a key worker for identified pupils with specific pastoral or behavioural needs
- Support pupil transition between year groups

Other:

- Supervise pupils during break times, sign out and playground activities
- Lead extra-curricular clubs or enrichment activities independently
- Assist with the school trips and residential trips
- Assist with school functions such as parents' evenings, sports days, and speech days, which may be evenings and weekends
- Assist in productions and concerts (termly)
- Assist with PE classes and sports activities
- Support with general duties including administrative tasks, photocopying, laminating etc.
- Attend INSET days and staff training

Additional Elements:	<p>Child Protection and Safeguarding</p> <p>Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child related. This means that they should consider, always, what is in the best interests of the child.</p> <p>You must comply with Terrington Hall School’s Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.</p> <p>Additional Duties</p> <p>You will undertake a fair share of daytime duties (such as break duties. There are some occasions where weekends are required, such as involvement in the whole school sports day and open days. Staff can also take part or lead residentials, which range from weekend school campouts, to a few days in the Lake District, to weeklong overseas trips to the Alps or Italy. Ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.</p> <p>You will also undertake to carry out any other reasonable duties commensurate with the post as directed by the Head/Deputy Heads of Preparatory School.</p>
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<u>Person Specification</u>	<p>A teaching assistant should be dynamic, creative and caring, happy to share in the school lives of the pupils, allowing them to make excellent progress and extend their talents and interests. Work collaboratively with colleagues and play an active role in the life of the whole school. Also, to be committed to professional development and contribute fully to the school’s learning community.</p> <p>The successful candidate will have the following skills, experience, and qualities:</p> <ul style="list-style-type: none"> • To be a proactive, flexible practitioner, willing to contribute and work well as part of the collegial team • Role model who leads by example with the school values, honesty, and integrity • A ‘can do’ attitude and the willingness to work hard to get things done • Ambition, energy, enthusiasm, and commitment to delivering the successful development of Terrington Hall and a strong entrepreneurial spirit • Drive and determination to achieve the best possible academic results appropriate to children’s ability • Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc. • Excellent communication skills and ability to build relationships with pupils, parents, and colleagues • Relevant qualifications and a track record of success <p>Training</p> <ul style="list-style-type: none"> • Undertake such training and professional development as required to stay abreast of legislation and developments relevant to the post • To demonstrate initiative in continuing to develop yourself through periodic CPD • To attend staff meetings and briefings
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- To participate positively in Professional Performance Review processes

Safeguarding and welfare of children

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and always ensure compliance with the Schools' Child Protection Policy Statement. If while carrying out the duties of the post the role holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's DSL or the Headteacher.

Terrington Hall School is committed to safeguarding and child protection and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff will be subject to appropriate vetting procedures and a satisfactory Enhanced DBS with Barred List check.