

## **SEN Teaching Assistant (TA)**

### **Job Description**

#### **Responsible To:**

Head Teacher / Class Teacher

#### **Main Purpose of the Job:**

To support teachers and pupils in the delivery of quality teaching and learning.

- Provide for the social, emotional and personal development of a pupil with additional needs.
- Promote the involvement of pupils in the social and academic processes of the school.
- Enable pupils to become more independent learners.
- Help raise standards of achievement for pupils.

#### **Main responsibilities**

- Work under the guidance/instruction of class teacher, senior leadership team and head teacher.
- Demonstrate courtesy and effectiveness in dealing with other people and the ability to ask questions, seek clarification and exchange information using tact and diplomacy.
- Ensure that health, safety and behaviour policies are maintained.
- Supervise and support pupil in the learning environment including more in depth support to meet individual needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for pupil.
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum.
- Deal with conflict using a range of different techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
- Provide clerical and other support e.g. photocopying, filing etc.
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.
- Administer routine tests and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils work to support pre-defined learning activities to meet the needs of pupils and the curriculum.
- Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of pupils and the curriculum.
- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance development objectives.
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.
- Carry out playground duties in variable weather conditions.
- Occasionally clean up toilet accidents and help clean up children who have been ill.

#### **General Information**

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
- To treat all information acquired through employment, both formally and informally, in strict confidence.

- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

**SEN TA**  
**Person Specification**

Job Requirements	Essential	Desirable
<b>Qualifications</b>		
Level 2 or Level 3 Teaching Assistant qualification or equivalent	✓	
<b>Experience</b>		
Working knowledge of the primary curriculum	✓	
Experience of working in Key Stage 2		✓
Previous work with students with a variety of need including SEMH and having achieved successful outcomes	✓	
Proven track record of strong and consistent behaviour management	✓	
Experience of working closely with parents in successful home-school partnerships that support pupils' needs	✓	
A working knowledge of relevant and effective SEN interventions and how to support pupils with SEND	✓	
<b>Skills, knowledge and understanding</b>		
Skilled at making and sustaining positive relationships with children	✓	
Able to stimulate children's interest in learning	✓	
Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓	
Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓	
Capable of delivering intervention work and maintaining appropriate records	✓	
Knowledge and understanding of how children learn	✓	
A sound grasp of inclusive practise	✓	
Familiar with IT and its educational uses or approaches		✓
Excellent written and oral communication skills	✓	
<b>Personal qualities</b>		

Able to maintain professional integrity when under pressure	√	
Flexibility	√	
Resilient and patient	√	
Comfortable in carrying out directed activities	√	
A sense of humour	√	
Calm and empathic	√	
Able to use initiative and adapt	√	

