

### GLF Schools - Job Description

<b>Job Title</b>	SEN Teaching Assistant/ Learning	<b>Job Reference</b>	Eteach/SPS-SENTA-260117
<b>Location</b>	Salfords Primary School	<b>Travel required</b>	No
<b>Core Purpose</b>			
<p>To work with individuals and small groups of children with special educational needs or disability (SEND) to deliver additional interventions and under the direction of the class teacher to provide in-class support for meeting SEND children's personal, welfare and educational needs</p> <p>To contribute to facilitating access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards individual educational and behavioral targets and school objectives.</p> <p>To act as a 'champion' and advocate for pupils with SEND</p>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<p>To work with a child or children with special educational needs or disability (SEND) across the curriculum, tailoring support and learning materials to match learners' needs</p> <p>To comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, confidentiality and whistle blowing.</p> <p>To have and promote high expectations of SEND children's achievements</p> <p>To support a child or children in learning how to learn and develop their thinking skills</p> <p>To help SEND children to become independent, cooperative and collaborative learners</p> <p>To support SEND children's access to learning through the effective use of IT</p> <p>To support the emotional well-being and mental health of SEND children</p> <p>To liaise closely with teaching staff regarding the delivery of the curriculum, advising as appropriate on the modification and differentiation of the learning environment, materials and delivery styles for the SEN child or children</p> <p>To regularly record and update information about the child's progress and suggest ways of further accelerating progress through monitoring the impact of in class support and additional interventions.</p> <p>To contribute to the child/ren's review procedures as requested.</p> <p>To provide appropriate support to the child/ren during formal assessments.</p> <p>To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable the child to meet their learning targets.</p> <p>To assist teachers with learning activities ensuring health and safety and good behaviour of children (including off-site activities such as trips).</p> <p>To be aware of and support differences to ensure all children have equal access to opportunities to learn and develop.</p> <p>To provide personal care and assistance if required, this may include personal hygiene.</p> <p>To understand and promote the school's behaviour management programmes and where necessary, propose and agree adjustments, to ensure children's wellbeing, health, safety and learning needs are met.</p> <p>To contribute to the school's improvement planning and self-evaluation process through monitoring the impact of additional interventions and in-class support.</p> <p>To liaise with pupils, their parents/carers, teachers and practitioners from external agencies to support SEND children's learning and well-being</p> <p>To develop and maintain collaborative, productive and positive relationships with school staff and professionals from external agencies.</p> <p>Contribute to the overall aims of the school.</p> <p>To take responsibility for your own continuing professional development.</p> <p>To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required</p>			

### **Other Duties**

- Support lunchtime and break time supervision, e.g educational games on the playground and social interaction
- To use special equipment including medical, following training, if the need arises.
- To undertake any other duties, commensurate with the post, as allocated by the SENDCo or Headteachers

### **Accountability**

- Accountable to the SENDCo and Headteachers
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

### **Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.