

Southmead Primary School



SEN TEACHING ASSISTANT

<u>JOB DESCRIPTION</u>	
JOB PURPOSE:	To work with and support pupils in our mainstream, to ensure that our pupils have access to their differentiated and adapted curriculum in a safe, caring and learning environment and to support them to achieve their full potential. To also support our young people to develop their social communication and interactions.
ACCOUNTABLE TO:	Leadership Team
ACCOUNTABLE FOR:	Individuals or Group of Pupils (under direction of SENCO and class teacher)
KEY ACCOUNTABILITIES:	
STRATEGIC DEVELOPMENT To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.	
B. TEACHING AND LEARNING (supporting teachers) <ul style="list-style-type: none"> • To secure and sustain effective teaching of individuals and groups • To develop the quality of teaching, assess the standards of pupils' achievements and set targets for improvement • Support specific learning activities across the curriculum • Prepare and maintain safe and engaging learning environments • Support with specific interventions in place to support our young people and their needs 	
C. LEADING AND MANAGING STAFF To work collaboratively with pupils and, as appropriate, with other adults, colleagues and students	
D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES	

To support subject leaders to manage resources and teaching of the subject

Key Tasks:

A. STRATEGIC DEVELOPMENT

- Take responsibility for implementing school policies and practice under the supervision of the class teacher, and SENCO
- To implement School Development Plan priorities as part of a team
- Contribute to pupil's learning using knowledge of school policies and practice

B. TEACHING AND LEARNING (supporting teachers and children)

Under the direction and supervision of the teacher:

- Assist in the delivery of the curriculum by participating in day-to-day learning activities
- Discuss with and report back to the teacher on the planning and assessment of a specified individual's or group's work
- Organise and maintain the learning environment
- Work as part of a team to ensure that the well-being, safety, behaviour and personal development of the children in their class enhances their learning opportunities and life skills
- Maintain confidentiality inside and outside the workplace
- Understand and apply school policies
- Take responsibility for supporting and raising achievement of children in their class under the guidance of the SENCo, Deputy and Assistant Headteachers and class teacher
- Contribute to maintaining pupil records

C. MANAGING AND WORKING WITH PEOPLE (supporting school)

- On the recommendation of the Headteacher and within the regulatory framework, deliver specified work to individual pupils and groups
- Monitor and maintain curriculum resources and displays
- Work as a key member of a team ensuring the well-being, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice
- Support the safeguarding of pupils
- Work as a team ensuring the effective organisation of lunchtime

D. DEPLOYMENT OF STAFF AND RESOURCES (supporting school)

- Use ICT to advance pupil's learning and confidence
- Participate in organisation and accompany pupils on off-site activities under an agreed system of supervision
- Use specified resources for young person to support their learning

OTHER RESPONSIBILITIES (supporting Children)

- To supervise children during play and lunch times
- Support the safeguarding of pupils
- To provide first aid cover following appropriate training
- To familiarise and adhere to the procedures of the school behaviour policy
- To attend training as appropriate
- To attend regular meetings/training with the Headteacher/Head of Base/Deputy/Assistant Headteachers
- Attend to the pupils' personal needs, including personal hygiene and self-care

Person Specification: SEN Teaching Assistant		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Competent English and Mathematics skills assessed through a standard test • NVQ2/3 (or equivalent) • Excellent numeracy and literacy skills 	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, PECS, Makaton, Speech and Language and Occupational Therapy
Training /Skills	<ul style="list-style-type: none"> • Be able to assist children on an individual and group basis • Explain tasks simply and clearly • Liaise and communicate effectively with others • Supervise children at playtimes /lunchtimes • Demonstrate good organisational skills • To be responsible for promoting and safeguarding the welfare of children within the school • Be able to work as part of a team 	<p>Monitor, record and make basic assessments about individual progress</p> <p>Demonstrate the ability to learn and adapt from past experience</p> <p>Commitment to own professional development</p> <p>PECS, Makaton</p>
Experience	<ul style="list-style-type: none"> • Working with young children (e.g. parent, volunteer helper, TA) • Confidence to work with pupils of a range of ages in the primary phase 	<p>Experience of working with children with Special Educational Needs</p> <p>Experience of working in a Primary School/EYFS</p>
Knowledge and Understanding	<ul style="list-style-type: none"> • The needs of young children • Child development and the ways in which children learn • Demonstrate knowledge and basic understanding of Literacy and Numeracy 	The roles played by various adults in a child's education
Personal Characteristics	<ul style="list-style-type: none"> • Calmness • Confidentiality • Empathy • Enthusiasm • Flexibility • Initiative 	