

Job Description

SEN Teaching Assistant



Position Title	SEN Teaching Assistant	Reporting to	Senior SEN Coordinator, Head of SEN SEN Teacher
Position Function	Education Support Staff		
1. Position Purpose			
<p>As a SEN Teaching Assistant at Yas School, you will be expected to provide high quality education and care for students of determination by promoting a safe and inclusive school community where students can achieve their potential.</p> <p>You will play a crucial role in empowering students to reach their full potential, preparing them to thrive as competitive global citizens while embracing and reinforcing the UAE's heritage and Emirati identity.</p> <p>As a SEN Teaching Assistant, you will ensure teachers and students of determination (SEN) are well supported to carry out their teaching and learning activities in a safe, supportive, and inclusive environment and deliver impactful and effective interventions to raise levels of achievement and academic progress.</p>			
2. Key Responsibilities			
<p>As a SEN Teaching Assistant, you will be expected to:</p> <ul style="list-style-type: none"> • Build productive, respectful, and trusting relationships with SEN students that foster engagement, motivation, and a sense of belonging. • Support teachers to create a safe, supportive, and inclusive learning environment. • Assist in the supervision and monitoring of SEN students and their engagement in learning activities, under guidance of teachers. • Collaborate with teachers and relevant support staff to implement differentiated learning materials and/ or assessment tasks to ensure equitable access to the curriculum for SEN students. • Work with individual SEN students or groups of SEN students to help them progress and achieve learning outcomes, under guidance from teachers, SEN Teachers and SENCO. • Maintain data of skill acquisition and progress towards IEP targets as observed or demonstrated in individual or group intervention sessions. • Be an active member of multidisciplinary teams, contributing to discussions about SEN students' progress with teachers, support staff, and other relevant stakeholders. • Communicate respectfully with SEN students, parents, and colleagues to support effective teaching and learning. • Provide support to teachers in the preparation of teaching resources and materials and upkeep of student records. • Assist with supervising students upon arrival and dismissal from school, during break times, events, and school trips. • Engage in individual and collaborative professional learning and relevant networks to deepen understanding of how to enhance student engagement, learning, and wellbeing. • Alert the Safeguarding and Child Protection lead, to any concerns regarding student's welfare, safety or any risk they may be exposed to. • Maintain students' confidentiality and privacy and not sharing their data outside of what is permitted. • Prepare plans for their students to acquire new skills and / or reduced behavioural challenges. • Undertake any related tasks that are deemed relevant to this position. 			

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3. Health, Safety and Safeguarding Responsibilities	
<ol style="list-style-type: none">1. Strategy: Positively contribute to Health and Safety and Safeguarding improvement strategies within Yas School and the wider organisation.2. Policy and Compliance: Familiarise self on Health and Safety and Child Safeguarding policies and procedures. Support, as necessary with adherence and awareness to the policies.3. Incident Reporting: Ensure Health and Safety and Safeguarding concerns are escalated and reported on the appropriate platforms within Yas School and the wider organisation. Fully adhere to incident reporting requirements at Yas School.4. Training and Awareness: Ensure timely completion of Health and Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Yas School and the wider organisation.5. Emergency Preparedness: Be aware of Yas School's emergency response procedures and ensure you partake in mandatory drills. Where you have responsibility for a child, ensure their transport means (own or bus) as well as any medical needs are known and communicated as appropriate.	
4. Key Interactions	
Internal	External
<ul style="list-style-type: none">• Students• Senior SEN Coordinator• Head of SEN• SEN Individual Assistant• Student facing support staff	<ul style="list-style-type: none">• Parents
5. Qualifications and Experience	
<p>Educational Qualifications, Professional Certifications and Experience:</p> <ul style="list-style-type: none">• Certificate IV in School Based Education Support/related field or Diploma in Education/related field• Proficiency in English (demonstrated by a minimum IELTS score of 6 or equivalent)• Bilingual skills (English & Arabic) are highly desirable• UAE Administrative Check and non-offender clearance• 1 year experience in a similar Teaching Assistant position [OR new graduate of Bachelor Degree in Education	