



Job Description

Job Title	SEN Teaching Assistant
Salary	£24,800pa FTE (Actual Salary £18,256pa)
Hours:	32.5 hours per week (8.30 – 15.30 Monday - Friday) 38 weeks per year.
Responsible to:	Headteacher

We have an exciting opportunity for a **SEN Teaching Assistant** to join our trust.

We are seeking a dynamic, engaging and friendly individual to play a key role in helping create and develop an inspirational environment for our students.

In all Endeavour schools, a strong emphasis is placed on encouraging students to be reflective and embrace challenges, to learn from mistakes and develop the resilience to seek continual improvement. This growth approach can lead to a happy and fulfilling school life and a willingness to embrace change within and beyond school. It nurtures learners who value critique, support each other and feel empowered to drive their own learning. What better way is there to help prepare our students to prosper in an ever-changing world?

Job Purpose

- To work under the guidance of the SENCo to support the teaching and learning in meeting the needs of an individual pupil within a small setting, across all areas of the curriculum.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individuals or groups of pupils.
- To advance pupils learning in a range of classroom settings, within the setting, but also the wider school

Main Duties and Responsibilities

Supporting the school

- To be aware of school policies and procedures and follow the school's ethos.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To apply knowledge of English, maths and other curriculum areas, when supporting pupils.
- To develop a knowledge of the Early Years Foundation Stage curriculum, where appropriate.
- To have an understanding of SEND and Inclusion in the mainstream setting.
- To support other staff where needed, due to absence
- To identify personal in-service training needs and attend appropriate courses.
- To liaise with teaching and non-teaching staff with regard to preparation for, and working within, lessons.
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils.

Supporting the SENCo

- To support the SENCo by delivering a differentiated curriculum.
- To assist the SENCo by observing and assessing individual pupils.
- To identify or design suitable teaching materials to facilitate the learning of pupils.
- To provide regular feedback about pupil's progress.
- To liaise between pupil and SENCo where appropriate.
- To assist the SENCo by implementing pupils' provision maps.
- Provide clerical/admin support.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the SENCo in delivering the specific learning programmes set for each child.
- To support the SENCo in promoting good behaviour of the individual pupil but also others within the setting and across the school

Supporting the Pupil

- To establish a supportive and trusting relationship with pupils.
- To be aware of pupils' individual needs and the strategies most useful for addressing them.
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To motivate pupils and build up their self-esteem.
- To help with the recording of work.
- To encourage and keep on task those who find it difficult to concentrate.
- To help pupils develop organisation skills and become independent learners.
- To contribute to review meetings and monitoring procedures, where needed.
- To meet the physical needs of children as required whilst encouraging independence.
- To follow any recommendations in children's behaviour/learning/care plans as directed by the SENCo.
- A willingness to provide intimate care as and when necessary following the applicable policies and procedures.

General Duties

- To attend playground and lunchtime duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Headteacher from time to time.

Health & Safety Policy

- So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding Policy

- Wilmington Primary School is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

The following outlines the criteria for this post.

Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">- NVQ Level 3 Maths and English or equivalent	<ul style="list-style-type: none">- Evidence of further professional development or higher qualifications.- NVQ Level 3 TA qualification
Experience and skills	<ul style="list-style-type: none">- Relevant recent experience of working in a school, particularly with children with SEN- Evidence of primary classroom practice.- Proven experience of working as part of a team.- Excellent communication, listening and observation skills.- Good interpersonal skills.- Evidence of good behaviour management strategies.- Ability to embrace new initiatives in a practical way and to manage change effectively.	<ul style="list-style-type: none">- Recent experience of working on intervention support.- ICT literate.
Knowledge and skills	<ul style="list-style-type: none">- Knowledge of National Curriculum and recent initiatives in the class.- Awareness of how children learn and behave- Good understanding of primary practice.	<ul style="list-style-type: none">- Sound knowledge and understanding of AEN.
Qualities	<ul style="list-style-type: none">- Ability to maintain and develop good, sensitive, personal relationships with children, parents, staff, governors and the wider community.- Confidential and professional at all times.- Effective in time management.- Flexible.- Imaginative, enthusiastic and a good sense of humour.	

The Application Process:

The deadline for applications is Midnight on Sunday 8th December 2024, with interviews expected to take place shortly afterwards.

Early applications are encouraged as eligible candidates will be invited to the interview stage on a rolling basis and we may appoint before the stated closing date.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An enhanced DBS check will be required for the successful candidate.***