

Job Description: 1:1 SEN Teaching Assistant

Main purpose

To work with teachers as part of a professional team to support teaching and learning for individual pupils and groups. Providing learning support to pupils who need particular help to overcome barriers to learning.

Key responsibilities

1. To support individual's emotional needs, ensuring that they successfully transition into school.
2. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3. Supporting HLTAs with cover supervision.
4. Playtime and lunchtime supervision.
5. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
6. Support the teacher in monitoring, assessing and recording pupil progress/activities.
7. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher, or senior staff.
8. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
9. Support pupils in social and emotional well-being, reporting to the teacher as appropriate.
10. Share information about pupils with other staff, internal and external agencies, as appropriate.
11. Understand and support independent learning and inclusion of all pupils as required.
12. Work with pupils on therapy or care programmes, designed and supervised by a therapist/carers,
13. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
14. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
15. Update pupil records.
16. Assist with break-time supervision including facilitating games and activities.
17. Assist with escorting pupils on educational visits.
18. Support pupils in using basic ICT.
19. Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils under the direction of a teacher, senior school staff or other professional.
- Provide assistance to pupils on social, welfare and health matters and provides support to the teacher on behaviour management of pupils.

Knowledge, Skills & Abilities

- Requires knowledge of Autism and complex communication needs and anxiety based school avoidance.
- Requires knowledge and procedures for supporting and leading learning activities.
- Resolves problems in relation to providing learning activities.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and other professionals.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of the class teacher and SLT.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

Dimensions

- Responsible for the careful and safe use of equipment including standard ICT equipment.
- Responsible for maintaining confidential pupil records.

Physical Effort

- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- Assembly and clearing away of equipment; keyboard skills; & mobility aids.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- Regularly attending to the personal needs of pupils with special needs.

Personal Specification: 1:1 SEN Teaching Assistant

Attribute	Essential	Desirable	How identified
Qualifications	GCSE English and mathematics Grade A* - C (Grade 9-4) or above (or equivalent)	Paediatric First Aid certificate	Application form
Experience	- Experience working with children in a paid or voluntary capacity - Experience of adhering to school or work policies and procedures relating to health and safety, behaviour/conduct, attendance, equal opportunities, confidentiality and child protection. - Experience of supporting SEND children.	- Experience of working in a classroom with primary aged children. - Experience of supporting individual or small groups of learners - Knowledge of Autism and complex communication needs.	Application form
Personal qualities	- Good interpersonal skills with both children and other adults - Good personal organisation and ability to prioritise - Ability to deal with sensitive issues and maintain confidentiality at all times - Ability to show initiative in a range of situations. - Ability to work independently and as part of a team.		Interview
Communication skills	- Proficient in reading, writing and spelling - Ability to speak clearly and confidently - Ability to liaise professionally and positively with children, staff and external contacts	Good IT and computing skills	Application form and interview