

Job Description

| | |
|------------------------|--|
| Job Title: | SEN Teaching Assistant Level 1 |
| Responsible to: | Headteacher/SENDco |
| Job Purpose: | A SEND Teaching Assistant plays a crucial role in supporting the learning and development of pupils with special educational needs within the school. Working closely with teaching staff and other professionals, the SEN Teaching Assistant provides individualised assistance to pupils, helping them overcome barriers to learning and promoting their overall academic and personal growth. |
| Salary: | TA1 – SCP 2-4 |
| Hours: | Role 1 YR 12 hours per week for 39 weeks per year (Term Time plus Inset Days) Role 2 Y2 12 hours per week for 39 weeks per year (Term Time plus Inset Days) Role 3 Y4 8 hours per week for 39 weeks per year (Term Time plus Inset Days) |

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities:

- To implement agreed programmes of work with an individual pupil (and groups where appropriate).
- To assist the teacher in the planning, teaching and assessment cycle.
- To supervise and provide bespoke support for a specific pupil.
- To support excellent progress for a specific pupil, across all areas of the curriculum, through effective participation in observation, assessment and planning.
- To help create a safe and nurturing environment for a named pupil, which aids their regulation.

Supporting Pupils:

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

Teaching and Learning:

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use ICT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school

Working with staff, parent/carers and relevant professionals:

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Professional Development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Other

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____