



## Support Staff: Job Description and Person Specification

<b>Position Title</b>	SEN Teaching Assistant
<b>Reporting to</b>	CAIRB Lead Teacher
<b>Hours</b>	32.5 hours per week for 39 weeks per year
<b>Grade/Point Range</b>	C 5 to 7

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### Summary of Role:

- To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Supervision Arrangements:

The class teacher will take overall responsibility for the progress of pupils within the class.

### Main Duties and Responsibilities:

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs.
- Working with small groups or one to one.
- Undertaking general clerical/administrative support for the teacher/department.

### General Duties

Support the teacher by:

- Preparing the resource base as directed for lessons and clearing afterwards.
- Assisting with the display of pupils' work.
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed.
- Undertaking pupil record keeping as requested.
- Being aware of/working within planned learning activities.

#### Registered address:

Dartmoor Multi Academy Trust  
Holworthy Training and Business Centre  
Western Road, Holworthy, Devon, EX22 6DH

01409 259 613

Company number: 11075564

Registered in England and Wales

#### Trust governance team

[governance@dmatschools.org.uk](mailto:governance@dmatschools.org.uk)

#### Community contact

[community@dmatschools.org.uk](mailto:community@dmatschools.org.uk)

#### Recruitment and references

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#### Media enquiries

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- Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy.
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate.
- Gathering/reporting information from/to parents/carers as directed..
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Supporting pupils by:

- Supervising and providing support for pupils with special needs, ensuring their safety, access to learning and supporting with meeting EHCP outcomes.
- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.

Support the curriculum by:

- Supporting pupils to understand instructions.
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher.
- Supporting pupils using ICT as directed.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision.
- Support at lunch times and break times, maintaining a flexible working pattern.

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## **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

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## Person Specification:

Criteria	Essential	Desirable
Professional Qualifications and Learning Experience	<ul style="list-style-type: none"> <li>GCSE grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification</li> </ul>
	<ul style="list-style-type: none"> <li>Successful recent experience working with children in a school environment</li> <li>Previous school administration experience and working</li> <li>Working with school MIS</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of working with Arbor.</li> <li>Knowledge of relevant codes of practice and school policies</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proven ability to communicate effectively, verbally and in writing, at all levels</li> <li>Excellent grammatical, spelling and punctuation skills</li> <li>Ability to work on own initiative and to meet deadlines</li> <li>Strong organisational and planning skills</li> <li>Manage own time and priorities effectively</li> <li>Good working knowledge of Microsoft Office</li> <li>Reliable and trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>Ability to solve problems and find creative solutions</li> <li>Calm under pressure with a flexible and adaptive approach to work</li> <li>Awareness to and commitment to equality issues</li> </ul>
Additional	<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team and work collaboratively with parents/carers</li> <li>Displays commitment to the protection and safeguarding of children and young people</li> <li>Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people</li> <li>A highly professional approach to their work</li> </ul>	<ul style="list-style-type: none"> <li>Committed to personal and professional development</li> <li>Able to manage time effectively</li> <li>A belief in the ability of children and young people to achieve and overcome obstacles to their learning</li> </ul>

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	<ul style="list-style-type: none"><li>• Embodies the Trust's vision and values</li></ul>	
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed:

Date:

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