



Job Profile

Title: **SEN Teaching Assistant (Level 1) Maternity Cover**

Salary: **SCP 6**

Working Hours: **8.45am-11.45am**

Responsible To: **Headteacher**

Job Purpose

To work in partnership with teachers and nominated teaching assistants to support access to learning for a pupil with Special Educational Needs. The role involves supporting their individual Educational Health Care Plans (EHCPs), as well as sometimes providing support and challenge to other pupils individually or in groups, promoting pupils' independence, self-esteem, and social inclusion.

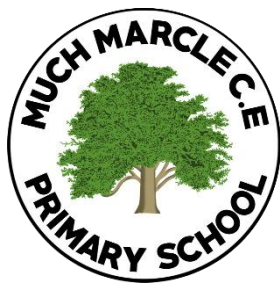
Safeguarding Children and Safer Recruitment

The Trust and our schools are committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

It is essential to have all due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust to ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands, and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.



Key Duties and Responsibilities

Teaching and Learning

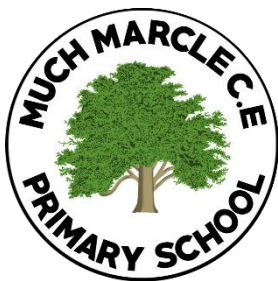
- Plan, provide, and adapt support for children inside and outside of the classroom in order to enhance their learning, accelerate their progress, and enable them to fully participate in activities.
- Support pupils to develop learning resilience and independence.
- Support the emotional, social, behavioural, and pastoral needs of pupils under the direction and guidance of teachers and leaders, following the school's ethos and policies.
- Assist teachers with summative and formative assessment and setting next step targets.
- Assist with general classroom management and the organisation of resources and equipment.
- Support the teacher in record keeping and other tasks in order to advance teaching and learning.

Planning

- Contribute to the effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as needed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Working with Staff, Parents/Carers, and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Communicate their 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.
- With the class teacher, keep other professionals accurately informed of performance and progress, and any concerns they may have about the pupils they work with.
- Develop effective professional relationships with colleagues.



Professional Development

- Maintain relevant and current knowledge by regularly reflecting on personal practice, collaborating with school leaders and identifying suitable professional development opportunities to enhance effectiveness.
- Actively pursue opportunities to develop the skills, qualifications, and experience required for the role with support from the school and Trust.
- Engage in training, learning activities, and performance development processes as required.

Additional Responsibilities

- Adhere to all school and Trust policies and procedures at all times.
- Understand and fulfil data protection responsibilities in line with the Trust's Staff Code of Conduct and related policies and procedures.
- Understand and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.
- Promote inclusion and diversity and ensure equal opportunities for all.
- Contribute positively to the school and Trust's ethos, objectives, and overall work.
- Value and support the contributions of other professionals.
- Attend and actively participate in relevant meetings as required.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The role holder may be required to carry out other duties appropriate to the level of the role.



Person Specification

	Essential	Desirable
Qualifications and Experience		
5 GCSE's or equivalent, including at least a Grade C/4 in English and Maths.	✓	
Experience and knowledge of working with children.	✓	
Good understanding of child development and learning processes.		✓
Experience of working in a classroom environment.		✓
Experience of teaching small groups.		✓
First Aid Qualification.		✓
Skills and Knowledge		
Good standard of maths and literacy skills.	✓	
An understanding of roles and responsibilities within the classroom and whole school context.		✓
Ability to plan and organise effectively.	✓	
Good communication skills. Ability to inspire, motivate, and foster excellent relationships, working in partnership with staff, parents, governors, and our wider community.	✓	
Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic, and committed team.	✓	
Able to use ICT effectively to support learning.	✓	
Safeguarding and Promoting the Welfare of Students		
Ability to build and maintain positive relationships with children, parents/carers, and other staff.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Personal Qualities and Attributes		
Enthusiastic and highly organised about all aspects of classroom operation.	✓	
Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.	✓	
A belief in inclusion, diversity, and the right of each child to be successful whatever their needs, abilities, and background.	✓	
Be committed to your own professional development and keen to make a significant contribution to the life of our school.	✓	
Demonstrate an interest in the ethos, mission, and values of the Trust and school.	✓	

