

Special Needs Teaching Assistant Job Description

Purpose of the role

- Support pupils with complex educational needs to access learning and achieve their potential.
- Work under the guidance of our teacher and senco (special educational needs coordinator) to assist our students
- Promote inclusion and independence in the classroom.

Core hours of work

Monday to Friday, 9:00am – 3.00pm

Additional training on occasion throughout the year as specified in the school calendar

Key responsibilities

- Assist in the planning and delivery of learning activities tailored to our pupils.
- Provide one-to-one or small group support.
- Monitor and record pupil progress, contributing to IEPS (individual education plans) and EHCPS (education, health and care plans).
- Support teachers in behaviour management including positive handling when necessary
- Maintain a safe, supportive, and stimulating learning environment.
- Liaise with parents/carers and external professionals as needed.
- Participate in training and continuous professional development.
- Prepare resources as requested by teachers, or Senior Management.
- To support all the teaching and learning taking place in the school
- Maintain an Accident Book, incident book (bullying) and a First Aid Kit
- Organise provision of refreshments and lunches for students
- Plan and monitor effective deployment of your own time in unstructured times
- Mentor/“common sense” counsellor. Listening to student’s problems, worries and thoughts
- Build relationships with pupils in the less structured setting of break times
- Break time supervision – offering games such as football, table tennis, gardening or chatting as the student requires
- Model good practice as a Teaching Assistant in lessons
- Inform Management of any issues arising in relation to the premises
- Ensure register is correctly marked and kept up to date
- Inform the office when resources need replenishing
- Keep the store cupboards tidy and accessible and equipment is stored away at the end of the day.
- Ensuring the school is tidy, including emptying the bins at the end of each day

- Ensure that staff keep Head of School and Office staff informed of any incidents throughout the day.
- Updating CPOMs with any student concerns.
- In the event of fire take the register and diary to the meeting point
- Administer first aid and log accordingly.
- Any other reasonable request made by the Head of School.
- Attending the external school activities for example The Farm, PE sessions
- Assisting students who attend external colleges for learning.
- If applicable driving the school cars to take students to external activities
- Any reasonable requests made by the Head of school.

I confirm that I have read the job description, and that I have the mental and physical fitness needed, to carry out the work responsibilities outlined within the job description.

Name _____ Signature _____

Date _____

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks

Employee Specification

Attributes	Criteria	Rank
Relevant Experience	A minimum of 2 years relevant experience (or 1-year leading learning)	Essential
	Experience working with children of relevant age in a learning environment	Essential
	Experience of working with pupils with additional needs	Essential
Education and Training Attainments	Excellent numeracy/ literacy skills (minimum GCSE C or above in English and Maths)	Essential
	ICT – at least a level 2 qualification	Essential
	Training in relevant learning strategies e.g. literacy	Essential
	Specialist skills/ training in curriculum or learning area e.g. SEN, SEMH, interventions, or other	Essential
	Full working knowledge of relevant policies/ codes of practice/legislation	Essential
General and Special Knowledge	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies	Essential
	Good understanding of child development and learning processes	Essential
	Understanding of statutory frameworks relating to teaching	Essential
	Ability to organise, lead and motivate a team	Essential
	Constantly improve own practice/ knowledge through self - evaluation and learning from others	Essential
	Ability to relate well to children and adults	Essential
Skills and Abilities	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential
	Effective use of ICT to support learning	Essential
	Use of specialist equipment/ resources	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	Relevant knowledge of first aid	Essential
	Ability to plan effective actions for pupils at risk of underachieving	Essential
	Understand range of support services/ providers	Essential
	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Essential
Additional Factors		