

JOB DESCRIPTION: SEN Teaching Assistant

Job Title	SEN Teaching Assistant
Reports to	Lead SSA/SEN TA and Class Teachers
Hours of work	Hours: 8:45-3:45 Monday-Friday, 32.5 hours per week Term time plus 1 week (39 weeks), permanent
Salary	Salary: Grade 2

General Responsibilities

The SEN Teaching Assistant works under the direction of the class teacher to help them deliver well-paced, well-resourced, engaging lessons. They may work with the whole class or deliver small group or personalised interventions. They work collaboratively with multi-disciplinary teams to meet diverse and often complex educational, health, physical and emotional needs of the children. They need to interpret situations and respond appropriately, in accordance with school policy and procedures, knowing when to take initiative and when to follow instruction.

Key responsibilities:

To ensure best learning outcomes for pupils by:

- Using and supporting a total communication approach, including Signing
- Facilitate the use of AAC (alternative and augmentative communication) by:
 - Ensuring hi-tech devices are accessible, charged & programmed
 - Ensuring low-tech communication means are appropriate and ready for use
- Liaising with SALT and SCARC around personalised therapeutic goals
- Ensuring pupils have optimum access for learning through specialist software & hardware
- Delivering occupational therapy exercises
- Ensuring optimum positioning for learning
- Accompanying pupils on educational visits
- Supporting learning through play in outdoor areas
- Offering full support as required for the delivery of therapeutic interventions such as swimming and physical activity, e.g. Rebound Therapy
- Supporting with recording of assessment and achievement as directed by the teacher, including any electronic platforms used
- Build specialist pedagogical knowledge (the methods and theory of teaching)
- Contributing to personalised goal-setting through the EHCP and learning map targets
- Support the implementation of specialist approaches to learning, e.g. TACPAC
- Supporting pupils to be as independent as possible, this includes providing regular opportunities for them to learn to be self-reliant

To ensure all care needs are fully met for optimum comfort and development by:

- Supporting with intimate care if needed
- Assisting with feeding according to need, i.e. oral or tube
- Administering medication
- Delivering postural management programmes
- Looking after children when they are unwell
- Meeting the emotional needs of children and looking after their well-being
- Following any behaviour support plans or social, emotional interventions

To ensure pupils are fully Safeguarded at all times by:

- Keeping up-to-date with Safeguarding policy and practice
- Being vigilant to any indicators that may suggest a concern
- Following school policy and practice in the reporting of all concerns
- Ensuring all 'black folder' paperwork relating to individuals has been read and understood

To ensure the environment is well-maintained and supports an engagement in learning by:

- Keeping indoor and outdoor spaces tidy and well-resourced
- Ensuring all equipment and resources are hygienic, well-maintained and fit for purpose
- Supporting with the mounting of displays
- Setting up engaging learning spaces appropriate to the needs of the children, e.g. sensory dens, tuff trays, book corners
- Support with preparations for learning as directed by the class teacher

To contribute towards building and maintaining a positive workplace culture through:

- Sharing skills and knowledge with colleagues, especially new and less experienced staff and other stakeholders (such as students)
- Taking responsibility to communicate effectively with colleagues and seek further information where needed
- Taking responsibility for their own professional development
- Attending and contributing constructively to all required meetings and training
- Working flexibly across school as directed, where need is greatest
- Taking responsibility for their own health, well-being and physical fitness so they are able to be fully alert and responsive to the needs of our children
- Ensuring they follow all health and safety policy and practice, (such as moving and handling guidance, cyber security etc) and maintain a high standard of hygiene at all times (such as wearing correct PPE)
- Finding solutions to challenges and problems as they arise
- Maintaining appropriate levels of confidentiality
- Recognising the diverse and unique nature of our school community and demonstrating appropriate levels of respect and empathy

The duties and responsibility of any post may change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the level of responsibility vest in the post.

Person specification

	Essential	Desirable
Qualifications and training	C grade/level 4 or equivalent in Maths and English	Level 2 or above in other relevant area, e.g. childcare
Experience	Working with or caring for children, preferably with some form of SEND	Previous teaching and learning roles in education settings. Previous care roles, especially with children. Safeguarding duties and responsibilities in education settings.
Knowledge and skills	Competency in IT Organisational skills Teamwork	Knowledge of specialist approaches to teaching and learning Specialist knowledge and skills such as: gastro-feeds, moving and handling, alternative and augmentative communication methods, (e.g. BSL, Makaton) First aid
Personal qualities	A genuine interest in working with children with additional needs A willingness to learn new skills Flexibility and adaptability Integrity, honesty and professionalism Empathy, understanding and patience Strength and stamina Ability to take initiative as required Ability to follow instruction as required	Creativity Common sense Kindness