

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	SEN Teaching Assistant
Responsible to	Class Teacher / Head Teacher
Responsible for	N/A
Pay scale	SCP6
Hours	<ul style="list-style-type: none"> - SEN TA - Monday to Friday 8.45-12.00 and 13.00 - 15.15 - 27.5 hours per week @ SCP6 - Midday supervisor hours in addition with this position 2.5 hours per week @ SCP4 - There will be opportunity for more hours in our Wraparound Care provision

Job Description	
Core Purpose	Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support with individual children and small groups of children to maximise pupil development and achievement.

Key Duties and Responsibilities:	
<ol style="list-style-type: none"> 1. Support the Catholic Ethos of the school and see Christ at the centre of every child. 2. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. 3. Assess record and report on pupil development progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support pupils learning 4. Share information about pupils with other staff, parents, internal and external agencies. 5. Attend and contribute to meetings, reviews and IEPs as appropriate. 6. Support pupils social emotional and physical wellbeing reporting concerns to the appropriate person. 7. Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person. 8. Advise, support and guide the work of other staff demonstrating own duties in particular specialist areas. 9. Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour. 10. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour. 	