



PIONEER LEARNING TRUST

Pursuing Excellence and Equity

JOB DESCRIPTION:	SEND Teaching Assistant
SCHOOL:	This post is centrally appointed to The Pioneer Learning Trust and based at The Ferrars Academy
JOB PURPOSE:	The Teaching Assistant may be deployed to support pupils and staff through the provision of general assistance in the classroom and the school, or to support a child with specific needs (e.g. SEN needs, behavioural difficulties / or English as an additional language).
RESPONSIBLE TO:	Headteacher / Inclusion Manager / Class Teacher
GRADE:	L2

PRINCIPAL RESPONSIBILITIES:

1. Provide support in the classroom to individuals/groups of pupils as directed by the class teacher/line manager (e.g. adapting activities to meet pupils' needs within IEPs, care plans etc.)
2. Follow and implement the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.
3. Provide support for learning in the classroom as directed by the class teacher/line manager and help to maintain the order and cleanliness of the classroom environment e.g. putting up displays, (may involve the '21 tasks of the National Agreement)
4. Assist in the supervision of children during the working day, on/off site including for example school visits, swimming; accompany children home or to hospital before and after school
5. Assist in classroom preparation and in preparation of resources for individual pupils
6. Under the direction of the Inclusion Manager/Class Teacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Contribute to the education, care, health and welfare of pupils in accordance with the relevant school policies
7. Keep records and provide feedback to teaching and other staff on pupils' behaviour and progress, whilst maintaining and respecting confidentiality.
8. Lunchtime duties.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Class Materials, equipment and resources

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the characteristics required to do the job.

Essential (E):- without which candidate would be rejected.

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working in a school with children	1,2	Experience of working with children with SEN for example ADHD and/or Autism	1,2
Skills/ Abilities	Demonstrable ability to communicate effectively with children and adults.	1,2	Ability to adapt learning to meet the needs of a range of learners within a class group. Able to work on own initiative with parents/carers and the child's community within agreed framework and set of objectives. Emotional resilience in working with challenging behaviours	1,2
	Basic numeracy to support the learning needs of pupils at the relevant key stage.	1,2		1,2
	Basic literacy to support the learning needs of pupils at the relevant key stage	1,2		1,2
	Able to work as a member of a team.	1,2		1,2
	Able to contribute to the support of children in all areas of personal development.	1,2		1,2
Equality Issues	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,		
	Able to identify common forms of discrimination and to take appropriate action	1,2		
Specialist Knowledge		1,2	An appreciation of the ways in which children learn.	1,2
			Knowledge of different forms of SEN and strategies to support these children	1,2
Education and Training	Willing and able to undertake further training and development as required.	1,2	Able to complete a functional skills test in maths and English	1,2,3
			Maths and English GCSE Training or qualification in working with SEN pupils	1,2,4 1,2,4
Other Requirements	Able to meet the physical needs of pupils in line with the schools Positive Handling Policy	1,2		
	Able to meet the self-care needs of children.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that The Pioneer Learning Trust policies are reflected in all aspects of his/her work, in particular those relating to:

- i) Equal Opportunities
- ii) Health and Safety
- iii) Data Protection Act (1984 & 1998).

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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