

### **Job Description – Teaching Assistant (SEN)**

**Responsible to:** Headteacher/Teacher/SENCO

**Salary range:** K Grade

**Job Purpose:** Under the direction of the Headteacher, Class Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils with special needs, and work in partnership with parents, other TA Specialists and in liaison with external agencies.

#### **Key Accountabilities:**

Under the direction of the classroom teacher or designated supervisor:

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children with special needs.
- Assist in the planning, delivery and monitoring of Educational Health Care Plan (EHCP) and/or individual education plan targets.
- Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.
- Assist with the organisation of the learning environment.
- Take responsibility for maintaining accurate records in accordance with school policies, data protection and GDPR.
- Report on pupil performance in group and individual situations.
- Assist with the implementation of individual behaviour management plans and risk assessments
- Liaise effectively with parents/ guardians and carers regarding the development of their children.
- Assist in the planning, delivery and evaluation of learning activities for individuals, groups or the whole class.
- Assist with the implementation of a behaviour management programme when working with children who may display behaviours that challenge.
- Develop and maintain effective working relationships with both internal staff and external contacts.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To assist with the supervision of pupils out of lesson time but within both the school day and contracted hours.

- Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

### **Other duties**

- To understand and work to the setting's policies and procedures e.g. child protection, health and safety, confidentiality and behaviour.
- To contribute to record keeping for individual children in accordance with school policies and GDPR.
- Support the maintenance of child safety, security and minimise the risk from health emergencies.
- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.

### **Supplementary Accountabilities**

- Support pupils with particular needs in developing effective relationships with peers, younger pupils and adults.
- Help pupils with particular needs regarding self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- Working with the class teacher, specialist teacher or SENCo, support pupils with communication and interaction difficulties, including the use of sign language and Braille.
- Working with the class teacher, specialist teacher or SENCo, support pupils with sensory and/or physical impairment, including the use of mobility aids, Braille machines and ICT.
- Provide support to pupils with cognition and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.
- To deal with medical needs relevant to individual students' which may include intimate care.

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Teaching Assistant (SEN) – Person specification**

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
Math/English GCSE grade 4 or above (A-C) or further relevant experience in the absence of formal qualifications		✓
Level 2 Certificate in Supporting Teaching and Learning in Schools (or Equivalent)		✓
Level 3 Diploma in Supporting Teaching and Learning in Schools		✓
Level 3 Diploma in Childcare and Early Years		✓
<b>Knowledge, understanding and experience:</b>		
2 years' experience of working in a classroom environment to support teachers.		✓
2 years' experience of: <ul style="list-style-type: none"> <li>• Working with pupils with SEN</li> <li>• or supervising and delivering a catch-up programme</li> <li>• or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals</li> </ul>		✓
Knowledge of ICT applications, including MS Office and email	✓	
Demonstrate ability to keep accurate records	✓	
Understand the concept of positive behaviour management and how this can be applied in the classroom	✓	
Ability to contribute Provision Map	✓	
Ability to use discretion and work independently with individuals or groups	✓	
<b>Personal and Professional qualities:</b>		
Decision-making	✓	
Assist in planning, delivery and evaluation of learning activities	✓	
Ability to approach all aspects of the role with professionalism, credibility and integrity	✓	
Be able to maintain confidentiality at all times and prevent disclosure of confidential and/or sensitive information	✓	
A demonstrable commitment to supporting and promoting safeguarding, welfare, equality and diversity of all employees, pupils and volunteers	✓	
Have a calm, empathetic nature	✓	
Be creative and enthusiastic	✓	

Flexible in terms of working pattern and evolution of role	✓	
<b>Training:</b>		
TAs will be given the opportunity to obtain relevant training in supporting teaching and learning in schools Willing to obtain and achieve a Level 3 Diploma in Supporting Teaching and Learning in Schools		