



# JOB DESCRIPTION

Job Title: SEN TA

Location:

**Greenfields Primary School and Nursery**

**Job Purpose:**

To offer support for identified child/children with SEND.  
To work collaboratively with teachers to ensure child/children who have SEND are appropriately supported.  
Contribute to the development and delivery of the curriculum to support child/children with SEND.  
Be an effective member of the school community, contributing to all aspects of support within school to support and include child/children with SEND.  
To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.  
To be responsible for promoting and safeguarding the welfare of children and young people within the school.

**Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:**

Class teacher, SENco, Senior Class Teacher.

**Grade:**

NJC

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## SUPPORT FOR PUPILS

To establish a supportive relationship with child/children.

- ★ Model excellent day-to-day inclusive practice.
- ★ Work with SENCo and other staff to ensure Learning Support reflects the School's ethos and aims.
- ★ Develop knowledge of a range of learning support needs and strategies of support to meet children's learning and pastoral needs.
- ★ Participate in training to develop the range of skills required to support the full spectrum of child/children with SEND.
- ★ Give in-class support by:
  - ★ clarifying and explaining instructions;
  - ★ ensuring the child/children can use equipment and materials provided;
  - ★ motivating and encouraging the student as required;
  - ★ supporting the development of skills in literacy, numeracy, communication and social and behavioral needs
  - ★ helping child/children to concentrate on, and finish, work set;
  - ★ meeting physical needs as required whilst encouraging independence;
  - ★ liaising with class teachers and SENCo;
  - ★ developing appropriate resources to support child/children with SEND.
- ★ To undertake physical tasks relating to the general care of the child/children, eg helping with dressing/toileting/movement around the building.
- ★ To undertake physiotherapy/speech and language/feeding activities following instructions and advice from qualified therapists and professionals.
- ★ To encourage an acceptance and inclusion of child/children with special needs.
- ★ To develop methods of promoting/reinforcing self-esteem and independence.
- ★ To accompany the student/s on outings.
- ★ To provide individual supervision in and out of the classroom.
- ★ To provide personal care to child/children with specific needs (eg toileting).
- ★ To use specialist equipment to aid the personal care of child/children with specific needs.

## SUPPORT FOR THE TEACHER

- ★ To assist and work collaboratively with the class teacher (and other professionals as appropriate) in the development of a suitable programme of support.
- ★ Work collaboratively with staff to make reasonable adjustments to lesson plans, materials and teaching activities to ensure accessibility for child/children with SEND.
- ★ In conjunction with the class teacher, and under direction from the SENCo, ensure that the progress of child/children with SEND is being monitored and tracked.
- ★ To participate in the evaluation of the support programme as part of school self-evaluation processes.
- ★ To provide regular feedback about child/children to the teacher and the SENCo.

## **SUPPORT FOR THE CURRICULUM**

- ★ To assist with the development of basic Literacy, Numeracy and IT skills and to support their use in learning activities.
- ★ To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

## **SUPPORT TO THE SCHOOL**

- ★ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- ★ To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- ★ To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- ★ To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- ★ To attend relevant meetings and participate in training opportunities and professional development as required.
- ★ To attend relevant meetings and participate in relevant training and performance development as required
- ★ To adhere to school health and safety policy including risk assessment and safety systems
- ★ To adhere to school policy on equality and diversity
- ★ To be able to translate for meetings with parents and other agencies.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Ability and willingness to identify own training needs and participate in training.			
Experience			
★ Experience of general clerical/ administrative work.			
★ Experience in a relevant discipline			
Skills and Knowledge			
★ Knowledge of special educational needs.			
★ Good numeracy and literacy skills.			
★ Experience of working with relevant age groups within a learning environment.			
★ An understanding of classroom roles and responsibilities.			
★ Able to use basic IT including computer, audio, video equipment and photocopier.			
★ Good keyboard skills and knowledge of relevant IT packages			
★ Knowledge of relevant policies and codes of practice and awareness of relevant legislation.			
★ Ability to provide necessary personal care to children.			
Personal Qualities and Ethos			

★ Ability to work well as part of a team			
★ Ability to relate well to children.			
★ Ability to relate well to adults			
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***