

# Dallam Primary School



## SEN Assistant Level 3 Job Description & Person specification



THE CHALLENGE ACADEMY TRUST

| SERVE | CHALLENGE | EMPOWER

THE CHALLENGE ACADEMY TRUST C/O BRIDGEWATER HIGH SCHOOL, BROOMFIELDS ROAD, WARRINGTON, WA4 3AE • COMPANY#: 10689247 • VAT#: 296154966

# **JOB DESCRIPTION**

## **DALLAM CP SCHOOL**

|                    |                                            |
|--------------------|--------------------------------------------|
| <b>POST TITLE:</b> | <b>TEACHING ASSISTANT</b>                  |
| <b>GRADE:</b>      | <b>GRADE 5</b>                             |
| <b>SALARY:</b>     | <b>SCP 8 to 14 dependent on experience</b> |
| <b>REPORTS TO:</b> | <b>HEAD TEACHER</b>                        |

### **MAIN PURPOSE**

To support the SENCO by providing a confidential administrative service and to work with class teams to support teaching and enabling access to learning for all pupils.

### **JOB PROFILE**

#### **SUPPORT FOR THE PUPIL**

To provide support within classrooms including:

- Plan for and deliver small group activities under direction of the SENDCO
- Plan for and deliver appropriate interventions as requested
- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Prepare specific resources as required
- Promote self-esteem and independence.
- Support behaviour management as appropriate including use of de-escalation strategies

#### **SUPPORT FOR THE SENCO**

To provide confidential administrative support to the SENDCO including:

- To collate and input a range of data required to update the SEN records and pupil information
- To manage the SEN filing systems including digital logging of calls etc (Arbor)
- To liaise with schools and external services (including nurseries and SEND outreach) answering queries, sending letters/reports and ensuring all SEN information is received and logged appropriately
- Support transfer of SEN information as appropriate for transition or alternate placements
- To attend meetings and take minutes as required
- To assist in updating provision maps for SEN pupils
- Booking appointments and record keeping
- Assist with timetabling of support

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Report all concerns to the appropriate person (as named in the policy concerned).

- Be aware of and support inclusivity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including lunch, play breaks before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## PERSON SPECIFICATION

**POST TITLE: TEACHING ASSISTANT SEN (LEVEL 3)**

**GRADE: 5**

| Criteria                             | Qualities                                                                                       | Essential/Desirable | Evidence         |
|--------------------------------------|-------------------------------------------------------------------------------------------------|---------------------|------------------|
| <b>Qualifications &amp; Training</b> | NVQ level 3 in supporting teaching & learning or equivalent                                     | E                   | Application form |
|                                      | Willingness to participate in relevant training and development opportunities                   | E                   | Interview        |
| <b>Experience</b>                    | Minimum 2 years experience of working with children in an educational setting                   | E                   | Application form |
|                                      | Experience of working with children with special educational needs                              | D                   |                  |
| <b>Skills &amp; Knowledge</b>        | Ability to build effective working relationships with all pupils and colleagues                 | E                   |                  |
|                                      | Knowledge appropriate to the role including referral systems to external agencies               | D                   |                  |
|                                      | Excellent verbal and written communication skills                                               | E                   |                  |
|                                      | Ability to plan, organise and prioritise effectively.                                           | E                   |                  |
|                                      | Excellent organisational skills and the ability to multitask                                    |                     |                  |
|                                      | Ability to work effectively within a team environment, understanding roles and responsibilities | E                   |                  |
|                                      | Knowledge of how to help adapt and deliver support to meet the needs of individual children     | E                   |                  |
|                                      | IT literate and confident in using a range of programmes including Microsoft suite              | E                   |                  |
|                                      | Experience of data tracking systems and school MIS systems e.g. Arbor                           | D                   |                  |
|                                      | Understanding of guidance and requirements around the safeguarding of children                  | E                   |                  |
| <b>Personal Qualities</b>            | Sensitivity and understanding, to help build good relationships with pupils                     | E                   |                  |
|                                      | Commitment to maintaining confidentiality                                                       | E                   |                  |
|                                      | Resilient, positive and enthusiastic about making a difference                                  | E                   |                  |
|                                      | Capacity to inspire, motivate and challenge children                                            | E                   |                  |

