

## Job Description

**Post Title:** SEN Teaching Assistant **Grade:** Spine point 18

**Responsible to:** Head Teacher/SLMT/Teacher

**Functional links with:** Teaching Staff, Support Staff, Pupils

## Key Skills & Qualities

- Patience, empathy, adaptability, and resilience.
- Strong communication and problem-solving skills.
- Ability to work as part of a team and promote inclusion.
- Understanding of safeguarding policies.

### Main Purpose of the job:

A Special Educational Needs (SEN) Teaching Assistant (TA) supports students with diverse learning needs, working with teachers and the SENCO to adapt lessons and foster social-emotional growth by preparing materials, providing directed or small-group intervention, managing resources, and ensuring an inclusive, safe environment, often collaborating with therapists and other professionals to help students achieve their full potential

### Teaching and learning – to:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans/EHCPs
- Prepare and adapt learning resources, manage learning materials, and help maintain a stimulating environment.
- Adapt teaching materials, run small group intervention activities, and assist individual students with tasks to meet their specific needs. To record the support provided and progress made, using designated systems and process.
- Help manage behaviour, provide positive reinforcement, and encourage peer interaction and independence.
- Look after children's physical, social, and emotional needs, including personal care and administering medication if trained.
- Work closely with teachers, SENCOs (Special Educational Needs Coordinators), therapists (e.g. speech and language), and parents.
- Observe, record, and provide feedback on student progress, and attend review meetings.
- Undertake routine marking of pupil's work in line with the marking policy as requested by the teacher.

**Headteacher:** Miss D Fisher **T:** 0208 310 4174 **W:** [Bedonwell.lseat.org.uk](http://Bedonwell.lseat.org.uk)

- To be highly aware of, and adhere to the school's policy documents and procedures, including Safeguarding.

#### **Job Activities:**

- Supervise and provide support for identified pupils, as outlined in Individual Development Plans or EHCPs
- Promote self-esteem and independence, providing feedback to pupils in relation to progress under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Establish constructive relationships with staff, and work as a team to ensure high standards of teaching, learning and child welfare.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies and adaptations, in liaison with the teacher, to support pupils to achieve learning goals.
- Promote good pupil behaviour, and promptly support with any conflicts or incidents in line with established policy.
- Establish constructive relationships with parent/carers.
- Undertake structured and agreed learning activities and interventions, adjusting activities according to pupil responses. Planning and resources these activities and recording the children's progress and sharing this information with Class Teachers and SENCO.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist with the supervision of pupils out of lesson times. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Awareness of the school's educational and behavioural policies for developing pupils.
- To be willing to undertake First Aid Training and administer first aid.
- To be willing to undertake relevant medical training for individual children, and administer medical checks and procedures as appropriate.

#### **General – to:**

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy
- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- Take on any additional responsibilities commensurate with the role, which might from time to time, be determined by the Head Teacher/teacher

*This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.*

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	<b>Date:</b>

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• NVQ level 3 for Teaching Assistants or equivalent qualifications/ experience</li> <li>• Experience working with children with additional/ special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Training as appropriate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with, or caring for children of relevant age.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning activities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team</li> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation</li> <li>• Ability to listen to customers and understand their needs</li> <li>• Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/code of practice and awareness of relevant legislation</li> <li>• General understanding of National Curriculum/Early Years Foundation Stage Curriculum Framework and other basic learning programmes/ strategies</li> </ul>