

SEN/ 1:1 Teaching Assistant – Job Description & Person Specification

Job details

Job title: SEN/ 1:1 Teaching Assistant

Salary: KR3 - £18,039 p/a

Contract type: Full Time/ Permanent Contract

Reporting to: Inclusion Manager

Purpose of the Job:

To collaborate with teachers in delivering programmes of teaching and learning activities and wellbeing support for children identified as needing 1:1 support. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key duties and responsibilities:

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Help to keep the children safe.

HEADTEACHER: RICHARD MOORE

DOWNSVIEW COMMUNITY PRIMARY SCHOOL, BEECH AVENUE, SWANLEY, BR8 8AU
TEL: 01322 662594 **FAX:** 01322 667468 **EMAIL:** admin@downsview-primary.kent.sch.uk



Self-Belief, Equality, Care, Unity, Respect, Excellence

8. Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
9. Support the role of parents and carers in pupil learning. Contribute to meetings with parents and carers to provide constructive feedback on pupil progress, achievement and wellbeing.

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Person Specification

CRITERIA	QUALITIES
Relevant Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ Experience of working with young people <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience of working with young people with Special Educational Needs ▪ Previous Classroom Assistant (or similar role) experience
Qualifications/ training/ education	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ A good standard of education particularly in English and Mathematics ▪ Willing to undertake further professional development <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ GSCE, (or equivalent) in English and Maths
Skills and abilities	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ The ability to communicate effectively - both verbally and in writing and to use language and other communication skills that students can understand and relate to ▪ The ability to respond calmly and constructively when dealing with students with SEN ▪ Ability to manage time effectively ▪ The ability to seek advice and assistance to meet students' needs ▪ Willingness to maintain confidentiality on all school matters ▪ A willingness to engage in professional development opportunities ▪ Ability to provide engaging 1:1 support.
General and specific knowledge	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ To have an understanding of Special Educational Needs ▪ The ability to learn and use a range of strategies to deal with classroom and individual behaviour ▪ An understanding of and commitment to equality of opportunity in day-to-day working practices ▪ The ability to work as part of a team ▪ Awareness of literacy development. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Experience of using Information Technology to support students in the classroom.
Safeguarding	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults <p>Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection.</p>