



**LADY JOANNA THORNHILL (ENDOWED)**  
**PRIMARY SCHOOL**

**JOB DESCRIPTION**

**1:1 SEN Teaching Assistant linked to High Needs Funding**

<b>School:</b>	<b>Lady Joanna Thornhill (Endowed) Primary School</b>
<b>Grade:</b>	<b>Kent Range 3</b>
<b>Hours per week:</b>	<b>31.25 (8:30am – 3:15pm)</b>
<b>Responsible to:</b>	<b>Inclusion Lead</b>

**Purpose of the Job:**

The primary focus of the role is to collaborate with the class teacher in the planning, delivery and evaluation of in class support and bespoke interventions for a child with a personalised learning plan linked to High Needs Funding. The role is also likely to involve undertaking some wider classroom responsibilities as a teaching assistant.

**Key duties and responsibilities:**

1. In consultation with the class teacher 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, parents 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 keep the children safe including supervision of children during recreational sessions and administering first aid.
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 / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
10. Undertake training and other learning activities and attend relevant meetings.

**Footnote:-**

*This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing. The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.*



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**PRIMARY SCHOOL**

**PERSON SPECIFICATION**

**SEN Key Worker**  
**(1:1 with pupil in receipt of High Needs Funding)**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

**Applicants should describe in their application how they meet these criteria.**

	<b><u>CRITERIA</u></b>
<b>QUALIFICATIONS</b>  <i>Essential</i>	A high standard of general education including GCSE level Maths and English at a Grade-C or above.
<b>EXPERIENCE</b>  <i>Essential</i>	<p>You will be able to demonstrate successful relevant experience of working with primary aged children within a learning environment.</p> <p>You will have some experience of working directly with children with autism and/or ADHD and be able to demonstrate a good understanding of the strategies and approaches that known to best support children with these additional needs (*exceptional candidates who lack this experience but can demonstrate their strong capacity to work with children with additional needs are still encouraged to apply).</p>
<b>SKILLS AND ABILITIES</b>  <i>Essential</i>	<p>Have a good understanding of child development and the ability to apply behaviour management policies and strategies in a flexible and adaptive manner as required by the child you are working with.</p> <p>A mature and sensitive manner and excellent inter-personal skills.</p> <p>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</p> <p>An ability to work confidentially, efficiently and on own initiative.</p> <p>Be able to work as part of a team and to be flexible in their approach to daily routine.</p> <p>Be able to demonstrate resilience in the role and take the initiative in finding solutions to the challenges you may encounter.</p>

<p><b>SKILLS AND ABILITIES</b></p> <p><i>Essential</i></p>	<p>Be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</p> <p>Be able to maintain effective records of the work they carry out and use these to feedback to staff and parents as part of the evaluation and impact of the support you provide.</p>
<p><b>KNOWLEDGE</b></p> <p><i>Desirable</i></p>	<p>Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.</p> <p>Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</p> <p>Hold a Learning Support qualification at NVQ Level 2 or above (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified.</p>