**SEN Teaching Assistant**

Duties and responsibilities

To work under the supervision and guidance of the SENCo and class teachers to assist in the development of identified children.

Key accountabilities

Supporting children and Teacher

* Deliver structured interventions for identified children (and groups of children);
* Work with the SENCo and class teacher to develop appropriate classroom support and resources for the identified children;
* Provide regular progress feedback to the class teachers;
* Work with other professionals, including outside agencies and specialist teachers, and follow their individual programmes, as necessary.

Supporting the School

* Support the aims, values and ethos of the school and be aware of school procedures and policies.
* Attend relevant in-service training and participate in professional development opportunities.
* Liaise, advise, and consult with other members of the team.
* As directed by the Headteacher, SENCo and/or class teacher, participate and supervise the child in off-site activities, playtime, and lunchtime to ensure the continued safety of the child.
* Such other duties as the Headteacher may from time to time require.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: Postholder

Signed: Headteacher

**Person Specification Job – SEN Teaching Assistant**

Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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|  | Essential | Desirable |  |
| Knowledge and Qualifications | * Qualifications at GCSE (A-C) or equivalent level in Maths and English * Willingness to participate in relevant training. * Qualified as a Paediatric First Aider at Work, or willingness to train * Knowledge of strategies, including behaviour management strategies, to enable children to make good progress, particularly those in vulnerable groups. | * Knowledge of safeguarding & Health and Safety requirements within a similar setting * Knowledge of National Curriculum * Working knowledge of SEN policies/codes of practice/legislation | Application  Interview  References |
| Skills | * Evidence of strong communication skills with children that demonstrate an understanding and supports their development * Ability to build strong working relationships for the benefit of pupils, communicating clearly and effectively with a wide range of individuals including pupils, colleagues, parents, carers and the local community | * Computer literate to support the administration and children’s activities | Application  Interview  References |
| Experience | * Working with children from 4 to 11 years old, ideally in a similar setting * Recent and relevant experience of working with children with SEN. | * Experience of working with children with ASC (Autism Spectrum Condition). | Application  Interview  References |
| Personal attributes | * Patient and caring, committed to the needs of the children. * Good communicator, understanding the need for confidentiality at all times * A strong team player with a flexible approach, and willingness to learn, committed to supporting the needs and demands of this role * Someone who has a positive, solution focused approach to challenges. |  | Interview  References |