

Title of Post SEN Teaching Assistant (Aspire school)

Accountable to Headteacher / Assistant Headteacher

Salary Range 3 + SEN Allowance

Job purpose:

To work under the guidance and instruction of the class teacher. To undertake bespoke work programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Specific Duties

- Support children's learning through play;
- Help plan, adapt and organise learning activities for children according to their needs under the direction of the class teacher;
- Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of the class teacher;
- Support the teacher in monitoring, assessing and recording pupil progress/activities and setting children's individual targets;
- Provide regular feedback;
- Support the teacher in managing disruptive and challenging behaviour in line with Aspire's Behaviour Management Policy and promote positive behaviour around the school;
- Support pupils' social and emotional well-being, recognising signs of distress in children and offering reassurance, and reporting problems to the teacher as appropriate;
- Promote the pupils' inclusion within the school, their independence skills in communication, learning and social skills;
- Carry out administrative duties, such as preparing and clearing up learning space and resources, including photocopying, filing, display making and presentation of pupils work, and contribute to maintaining a safe environment;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Attend to pupils' personal care needs to ensure their wellbeing, safeguarding and health and safety;
- Assist with break-time supervision including facilitating games and activities;
- Provide support outside of your normal classroom responsibilities, such as covering TA absences or escorting pupils on educational visits;
- Participate in training, other learning activities and performance development programs as required;
- Attend all staff meetings and coaching and/or supervision sessions.

General duties:

- To help promote positive behaviour, Trust's and school ethos and values;
- To be committed to the safeguarding and welfare of all children;
- To show commitment to Equal Opportunities (Equality Act 2010) to all children and adults in the Trust;
- To work with colleagues in ensuring efficient and responsible use of resources and equipment;
- To take part in any reasonable activity as directed by the Head of School
- To accept joint responsibility with others, who work in the Trust, for the general appearances of the building's interior appearance, including general tidiness and displays;
- To maintain good housekeeping of the classroom and adjoining area by the preparation, removal and cleaning after practical educational activities;

- To respond to children's health, safety and welfare needs (informing another member of staff when appropriate) and to carry out some 'janitorial' duties on a regular basis and respond appropriately, if any special need arises;
- To follow all Trust and school specific policies;
- To work together collaboratively and professionally, being diplomatic and tactful;
- To be a good role model in speaking and listening, using correct grammar;
- To report any concerns directly to the class teacher or other members of the Senior Leadership Team.
- Help keep the children safe
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times
- Provide effective support for other colleagues, and promote the effectiveness of the teams in which you work
- Support the use of and use information technology effectively to support teaching and learning
- Support pupils wellbeing and resilience
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

CPD

- Engage in CPD
- Reflect on your practice and develop yourself professionally
- To continue with own professional development, that will be supported by the Trust, such as attending training, and implementing new skills and knowledge in the classroom.

Person Specification		
Education	Maths and English GCSE grades A* - C	Essential
	Good standard of general education (i.e. NVQ level 2 or equivalent) together with proven good numeracy and literacy skills.	Essential
	Hold a Learning Support qualification at NVQ level 2 or above (or equivalent)	Desirable
Experience	Previous experience (1-2 years) of working with children	Desirable
Skills and abilities	<ul style="list-style-type: none"> • To like children and want to support all children to achieve their best • To be able to use their initiative and work independently, as well as part of the team. • To be responsive to children's needs in order to support them effectively. • To be flexible and adaptive. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • Effective use of basic technology such as a computer and photocopier 	Essential
Skills and abilities	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. 	Desirable

	<ul style="list-style-type: none"> • Behaviour management skills. • To possess basic understanding of how children develop and learn. • Effective use of Microsoft Office 365 	
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All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually or when necessary.

Declaration

I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

Signed:Teaching assistant Date:

Signed: Headteacher Date.....