

The Folkestone School for Girls - Job Description

1:1 Teaching Assistant (SEN)

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

Post Title:	1:1 Teaching Assistant (SEN)
Post Holder:	
Purpose:	To provide one to one support to a pupil with complex and multiple SEN needs under the direction of the SENCO Team.
Reporting To:	SENCO
Liaising With:	SENCO, Deputy SENCO, SEN Team, pupil, guardians, teaching and support staff and any other relevant staff and external agencies as required.
Contract Type:	30 hours per week term time only plus inset. Temp with option to extend
Disclosure Level:	Enhanced
FSG Scheme	Band 5
Main/Core Duties	
Main Duties	<ul style="list-style-type: none"> ● Assist the pupil 1:1 with classroom activities, adapting materials and reinforcing learning concepts. ● Assist the pupil during break and lunch times if necessary ● Attend trips with the pupil ● Implement strategies to manage behaviour, promoting positive interactions with peers and staff. ● Develop, plan and deliver specific interventions as set out in the pupils EHCP. ● Monitor pupils conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues ● Assess, record and report on development, progress and attainment ● Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of the pupil ● Assist in the development and implementation of the pupil's provision plan. ● Support the role of parents/carers in the pupil's learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc ● Be responsible for the preparation, maintenance and control of stocks of materials and resources. ● Liaise with external agencies on a regular basis
Additional Duties:	<ul style="list-style-type: none"> ▪ To undertake training as necessary. ▪ To follow procedures with regard to evacuation and emergency procedures.

	<ul style="list-style-type: none"> ▪ To take reasonable care of his/her own health and safety and that of others who may be affected. ▪ To engage actively in the performance management review process and to undertake reviews as required. ▪ To continue personal development as agreed at your PMR. ▪ To address the appraisal targets set by the line manager. ▪ To carry out duties as outlined in the targets set each year. ▪ To undertake any other duty as specified by the SENCO or SLT and not mentioned in the above. ▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. ▪ To adhere to the School's policies. ▪ To promote actively the School's corporate policies. ▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety. ▪ To show a record of excellent attendance and punctuality.
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Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder:

Job Description Reviewed

Signature of Post Holder:

Signature of Appraiser:.....

Date:

Office Use:

Signature of HR Manager:

Date: