



## **SHEERNESS WEST FEDERATION**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	SEN TEACHING ASSISTANT
<b>REPORTING TO:</b>	SENCO/DEPUTY HEAD OF SCHOOL
<b>GRADE:</b>	KSA
<b>HOURS/WEEKS:</b>	25 HOURS PER WEEK / 39 WEEKS PER ANNUM
<b>SITE:</b>	WEST MINSTER PRIMARY SCHOOL

- To work under the direction and guidance of the SENCO, Class Teacher, Deputy Head of School/Assistant Head of School to assist in the educational and social development of the pupils.
- To support a pupil or pupils with identified special educational needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- To work as part of a team alongside Teachers and other Teaching Assistants deployed in a variety of educational settings both within and outside the school.
- To carry out school policy as documented and/or as directed by the SENCO.
- To participate in the implementation of individual intervention programmes for specific pupils. Duties will include monitoring the progress of pupils educationally and socially, and maintaining accurate records of any interventions.
- To provide support for individual children within a group or class situation; to be prepared to work 1:1 or with small groups of children both in and out of class.
- To work in a responsible and safe manner, paying attention to all health and safety procedures operating within the school.
- To accompany teachers on educational journeys and off-site activities such as trips to places of interest
- To implement the school's Behaviour Policy and ensure a consistent approach to the behaviour management of pupils.

- To assist and support pupils during morning break and lunch break, encouraging appropriate standards of behaviour and manners.
- To participate in the school Appraisal Scheme and to undertake further training.
- To implement safeguarding policies and procedures at all times.
- To respect the confidential nature of all information acquired in carrying out the job.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Head of School and following consultation with you. This job description does not form part of the Contract of Employment.

**PERSON SPECIFICATION  
TEACHING ASSISTANT 1:1**

	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
<b>QUALIFICATION</b>	<p>Good basic education with qualifications in literacy and numeracy.</p> <p>Level 2 NVQ</p>	<p>GCSE Grade C or above in English &amp; Maths</p> <p>Evidence of further training or qualifications</p>
<b>EXPERIENCE</b>	<p>Previous experience of working with children and families in the public, private or voluntary sector.</p>	<p>Previous experience of working in an early years setting and / or with children with additional needs.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent communication, listening and observation skills.</p> <p>Ability to handle confidential information.</p> <p>Organisational abilities and accurate record keeping skills.</p> <p>Good interpersonal and collaborative skills.</p> <p>Trustworthy, reliable, punctual, ability to work independently and as part of a team.</p>	<p>Ability to prepare resources</p>
<b>KNOWLEDGE</b>	<p>Equal Opportunities and Racial Equality.</p>	<p>Knowledge of resources that help pupils to develop their literacy and numeracy skills.</p>