



SEN TEACHING ASSISTANT

JOB DESCRIPTION	
Job Title	Temporary SEN Teaching Assistant
Grade	VIAT 2 / VIAT 3
School / Department	Valley Invicta Academy Trust
Base	TBC
Hours	34
Reports to	SRP Teacher
Accountable to	Headteacher, Trust Director of SEN

Job Summary

To work with teachers and other teaching assistants to support inclusion, integration and teaching and learning for children with special educational needs.

Key Working Relationships

- Headteacher
- Teachers
- SENCO
- Teaching Assistant colleagues;
- Parents and students;
- Safeguarding and health and safety leads;
- Visitors.

Key Responsibilities

- Support with the planning and implementation of appropriate routines and structures to support children with SEMH and ASD needs within the school.
- Work with individuals or small groups of pupils in the mainstream classroom and SRP.
- Provide support for pupils to access mainstream integration opportunities.
- Liaise with the SENCO and class teacher to deliver interventions suitable to the needs of children.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with daily plans.
- Support pupils to understand instructions and develop independence in learning.
- Support staff in behaviour management and keeping pupils on task;
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break and lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Level 2 Diploma (or equivalent) with proficient practical skills. • English and Mathematics GCSE (C grade or above) 	<ul style="list-style-type: none"> • Teaching Assistant qualification.
Experience	<ul style="list-style-type: none"> • Previous experienced of working with children. • An Understanding of relevant policies/codes of practice and awareness of relevant legislation. 	<ul style="list-style-type: none"> • Experience of providing teaching assistance within a school. • Experience of working with children with SEMH and/ or ASD.
Knowledge	<ul style="list-style-type: none"> • Experience of providing teaching assistance within a school. • Experience of working with children with SEMH and/ or ASD. 	<ul style="list-style-type: none"> • Experience of providing teaching assistance within a school. • Experience of working with children with SEMH and/ or ASD.
Skills	<ul style="list-style-type: none"> • Numeracy and literacy skills; • Basic IT skills; • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly; • Good influencing skills to encourage pupils to interact with others and be socially responsible. 	
Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team; • Calm, friendly nature; • Flexible approach to tasks, new ideas and change. • Actively enjoys working with children, has empathy and is sympathetic to their needs. • Professionally discreet and able to respect confidentiality. • Confident and able to use own initiative. • Patient and resilient 	