



St Mary's Church of England Primary School

NAME:

JOB TITLE: SEN Teaching Assistant 1:1

GRADE: Kent Scheme 3

RESPONSIBLE TO: SENCO

PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. Dealing with pupils' therapeutic, behavioural and personal care needs.

PROFESSIONAL RESPONSIBILITIES

- Provide 1:1 support for an identified child, individually or in a group or class setting
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips etc.).
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- 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 to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours or on an overtime basis) as required to ensure own continuing professional development.
- Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Assist with break-time supervision including facilitating games and activities.

Signed _____ Date _____

Person Specification: Teaching Assistant

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ or Higher Qualification with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children.• Previous experience/knowledge of individual/small group interventions.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Numeracy and literacy skills to at least GCSE grade C or equivalent.• 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.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.• Knowledge of how children learn and the requirements of the Primary National Curriculum and SEND Code of Practice.