

**Small Haven School**

146 Newington Road, Ramsgate, Kent, CT12 6PT

Telephone/Fax: 01843 597088

stacey@smallhavenschool.co.uk

**Job Description for Level 3 SEN Specialist Teaching Assistant**

**Reports to:** The Principal Head

**Responsible for**: To work under an agreed system of guidance and management from the Principal Head and Class Teacher

To take responsibility for;

• Individuals/ groups of children with specific learning difficulties;

• In class support work as directed;

• To support the work of class teacher in raising standards for children with SEN

**Main Purpose:** To provide specialist skills and knowledge in the area of SEN to resource, deliver, monitor and review progress for children with SEN on individual /group programmes within the classroom or as part of the whole school strategy.

**Main Activities:** Support for Pupils:

• Attend all meetings within school as required

• Under the direction of the class teacher and Head use detailed knowledge of SEN and advanced specialist skills:

a) Complete in-class observations and assessments if necessary

b) Help to develop individual and group learning programmes to respond to current and future needs

c) Work collaboratively to deliver, monitor and evaluate the success of educational plans for children

d) Keep detailed notes on progress and concerns to be used as evidence for the review process and Statutory Assessment as appropriate

e) Create a positive working relationship and environment conducive to effective learning for children with SEN

f) Provide social and emotional support within mentoring sessions

• Contribute to the overall ethos of the school acting as a role model and setting high expectations

• Participate in training, other learning activities and performance development as required

• Attend and participate in relevant meetings as required

• Use specialist skills and training to encourage children with SEN to benefit from the planned learning activities

• Implement a variety of interventions to support pupils who are struggling with learning

• Provide positive and supportive feedback to pupils and parents

• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection

• Communicate openly and effectively with line managers and the Head to facilitate good information sharing

• Provide class cover where necessary, in the form of delivering lessons planned by the teacher

• Support whole school extra-curricular activities where appropriate (clubs, trips etc.)

**Person Specification for Level 3 SEN Specialist Teaching Assistant**

**Experience:**

Experience of working with children from 5 – 16 in an educational setting.

Ideally, At least 2 years’ practical experience of supporting children with learning and behavioural difficulties, working from and evaluating the progress of children against targets

Full working knowledge of the Code of Practice for SEN as well as school policies relating to Special Educational Needs, and Child Protection.

Awareness of policies relating to health and safety, equal opportunities, confidentiality and data protection

At least 1 year’s practical experience of implementing and evaluating nationally recognised intervention programmes with SEN groups/individuals

A good understanding of child development and learning processes

**Qualifications or Training:**

Minimum NVQ Level 3 or equivalent

GCSE English Language Grade C or above or equivalent

**Practical Skills:** In relation to meeting the learning needs of children at school with EHCs, the successful candidate must be able to demonstrate that he/she can:

a) Support the school’s assessment for learning process

b) Resource and deliver a set programme of work

c) Monitor and evaluate progress

d) Provide objective and accurate feedback to the class teacher to support the review process

e) To be able to co-ordinate record keeping systems and processes in line with school policy

f) Utilise ICT resources to support children’s learning effectively

**Personal Qualities & Attributes:**

The successful candidate must have:

a) A passion for the wellbeing and progress of students with special educational needs

b) Be calm, confident, flexible, positive and professional

c) To able to communicate effectively in standard English (attributes)

d) A sense of humour

e) The ability to work independently and as part of a team

f) High expectations of themselves and the children they support

g) Be open to reflective practice developmental feedback and progression

The successful candidate must be able to:

a) Smile when things don’t go quite according to plan

b) Form effective, positive and supportive relationships with children, staff and parents

c) Motivate children who have put up barriers to learning

d) Work constructively as part of a team and be willing to share their knowledge and experience with other members of the support team

The successful candidate must be:

a) Passionate about raising standards for children with SEN

b) Calm and patient with children

c) Flexible and creative in their thinking and practical work

d) Willing to constantly improve their own practice/knowledge through self-evaluation and learning from others

e) Organised