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| Job Title | SEN (1:1) Teaching Assistant |
| Responsible to | SENDSCO/ Executive Head |
| Main purpose of the post | To support a child with additional needs in their learning and development and whilst working in partnership with the class teacher, allow them to fully concentrate on effective teaching and learning with the whole class. |

DUTIES AND RESPONSIBILITIES

1. Adhere to the schools Safeguarding Policy and Procedures.
2. Assist with the planning and preparation of activities
3. Support and Guide individuals and groups.
4. Assess and monitor progress.
5. Keep assessment records.
6. Observe and record development/learning as required.
7. Provide on-going feedback to the teacher, family, SENDCo and other agencies as required.
8. Create an environment that nurtures and stimulates positive attitudes, independence and an innovative approach to facilitating learning and teaching
9. To assist with toileting plans as necessary, including changing nappies or pull-ups, following the School Intimate Care Policy.
10. Work within clearly defined policies and procedures; advice can be sought from line manager.
11. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
12. Undertake lunchtime/playtime supervision to support targeted pupils as and when required.
13. Work under the general direction of the SENDCO and the supervision of a classroom teacher. Guidance will be received, and supervision provided by the classroom teacher and SLT where and when appropriate.
14. The postholder is required to carry out the duties in accordance with the RLT Health and Safety policies and procedures.
15. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
16. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
17. To assist with the development and implementation of provision maps.
18. To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
19. To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

| KNOWLEDGE & QUALIFICATIONS | Essential/ Desirable | Assessment |
|---|---------------------------------|-------------------|
| Level 2 Teaching Assistant Qualification or above | E | A |
| Minimum GCSE grade C in English and Maths or equivalent qualification | E | A |
| Experience of Primary Education | D | A, I |
| A qualification in first aid. | D | A |
| A range of further training in child development and learning. | D | A |

| SKILLS, ABILITY AND KNOWLEDGE | Essential/ Desirable | Assessment |
|---|---------------------------------|-------------------|
| Support children's communication skills by modelling and effectively breaking down instructions for individual children as required; thereby allowing learning to take place. | E | I |
| Experience of working with children with special needs (SEN) and experience supporting Key Stage 1 or Key Stage 2 | D | A, I |
| Some experience with ASD | D | A, I |
| A resilient team player with a positive can-do attitude who has an optimistic personality | E | A, I |
| A passion for working with children and families and an exemplary commitment to children and their education. | E | A, I |
| The ability to support children within a mixed ability group setting. | E | I |
| Someone who can adapt and cope with change, a reflective and thinking practitioner. | E | I |
| A willingness to contribute to the life and work of the whole school outside of the constraints of the working day. | D | I |
| A practitioner who is interested in all primary phases | D | I |
| Confident in day to day contacts with parents/carers and staff. Ability to liaise with other professionals under the supervision of the teacher | D | A, I |
| The post holder will be asked to prepare resources and to assist the teacher in their management, collection, and organisation. | E | I |
| An expectation for further professional development | D | I |
| A friendly caring nature | E | I |
| The capacity to identify and target specific individual needs | E | I |
| Create an environment that nurtures and stimulates positive attitudes, independence, and an innovative approach to facilitating learning and teaching. | E | I |
| Carry out the duties in accordance with the schools Equal Opportunities policies. | E | I |

* A = Application Form D = Documentary evidence I = Interview T = Test

