



SEN Teaching Assistant – Job Description

Job Title: SEN Teaching Assistant	Grade / Salary: Grade 5, point 11
Responsible to: Responsible and accountable to the Class Teacher and SENCo initially and the Head teacher for all duties, responsibilities and tasks.	Hours: 09.00 – 12.00 - 4 days per week
Responsible for: N/A	

Purpose of role

- To undertake a range of directed activities to support the educations and developmental needs of children.
- To assist teachers in the organisation and maintenance of classroom resources.
- To contribute to the supervision and welfare of children throughout the school
- To facilitate group and 1:1 interventions, including preparing and organising resources

Main Duties & Responsibilities

The particular duties of the Special Needs Teaching Assistant will be determined by the class teacher and/or SENCO and will be arranged to meet the needs of the particular school and/or child being supported. This will include working with children with Education and Health Care Plans. Activities may be undertaken within the classroom or in an alternative location.

- a) To supervise and support children undertaking teacher designated activities in a group or on individual basis and to assist their learning and development by:
 - Clarifying and explaining instructions.
 - Reinforcing relevant aspects of the planned teaching programme, particularly phonics, literacy and numeracy, Occupational Therapy, Speech and Language.
 - Supporting any physical or sensory need.
 - Being sensitive to the requirements of children with special needs and encouraging their participation and independence.
 - Assisting children with the appropriate use of materials and resources, including ICT applications.
- b) To support designated children with special needs through the delivery of appropriate aspects of the EHCP as directed by the relevant teacher/SENCO and to contribute to reviews, if required.
- c) To facilitate group and 1:1 interventions daily, including preparing and organising resources.
- d) To assist the class teacher with the monitoring of children’s progress and the identification and preparation of appropriate materials for teaching or display purposes.
- e) To attend to children’s personal needs, including social and health, hygiene and basic first aid.



- f) To contribute to effective team practice by attending and participating, as appropriate, in staff meetings and in-service training. To assist with the support offered to parent/carer helpers and students on work experience.
- g) To contribute to the supervisory arrangements for children during break times and on out of school activities.
- h) To promote and reinforce school policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities.

Job Context

Special Needs Teaching Assistant provides valuable support to qualified teaching staff and is able to make a significant contribution to the education and well-being of children. Most schools will have several Teaching Assistants who will work with groups of children and/or support individual children with special educational needs.

Activities will be directed by the relevant teacher. The Special Needs Teaching Assistant will carry out the planned activities with the individual children or groups of children either within the classroom or at some other location.

The post holder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct.

The Teaching Assistant is expected to respond appropriately to questions of challenges presented by the child being supervised.

Special needs work will normally involve occasional contact with LA staff, including psychologists or other specialists.

Contact with parents/carers and other school visitors, including students on work placements.

Working Environment

Most activities will be undertaken within school premises and the forest school designated area.

Physical Effort

Some lifting may be required to move equipment and resources but is not a significant factor.

Equipment

Use of computer and other audio visual aids to support teaching and learning activities.

General

This job description sets out the main duties of the post and does not described in detail all tasks required to carry them out.



SPECIAL NOTES OR CONDITIONS

The post holder will be subject to a full DBS check to satisfy child protection requirements.

Qualifications

1. Good numeracy/literacy skills.
2. NVQ3 for Teaching Assistants or equivalent qualifications or experience, would be an advantage.

Willingness to acquire/develop knowledge and skills in these areas

1. Effective use of ICT to support learning.
2. Use of other equipment technology.
3. Understanding of relevant policies/codes of practice and awareness of relevant legislation.
4. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
5. Basic understanding of child development and learning.
6. Ability to self-evaluate learning needs.
7. Ability to relate well to children and adults.
8. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
9. Undertake any identified training specific to an individual child's needs.

Signed: Date: