

## **JOB DESCRIPTION**

### **Teaching Assistant (SEN)**

- Salary details: £19,778 (pro rata)
- Hours: 35 Hours per week (Term Time)

#### **Job Purpose**

To support the school's goal of providing a high quality learning for students with complex and additional educational needs. To work under the guidance of a Teacher/Senior Learning Support Assistant to undertake learning and therapeutic programmes. You will facilitate learners to access learning and assist the teacher in the teaching of pupils and the management of the classroom environment. Teaching and learning may be carried out in the classroom or as part of other alternative provision beyond the classroom.

#### **Core Requirements of the Post**

To attend to the safety and wellbeing of pupils with special educational needs, deliver bespoke teaching, care and support programmes and undertake general administrative and teaching support for the teacher.

#### **Areas of Responsibility and Key Tasks**

*To work under instruction/guidance to enable access to learning by:*

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher/department

#### **Duties**

*Support the teacher by:*

- Creating and maintaining a purposeful, orderly and supportive learning environment.
- Assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking regular marking of pupils' work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

***Supporting pupils by:***

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education Plans and Behaviour Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance and respect of all pupils
- Encouraging pupils to interact with others and to engage in activities.
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

***Support the curriculum by:***

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

***Support the school by:***

- Being aware of and complying with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school

- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- To undertake other such duties of a similar level of responsibility and within the spirit of the post as may be directed by the Headteacher.

**Resources**

- Responsible for the proper application of school equipment.

**Work demands:**

- To act in a flexible and positive manner, and to continually review effectiveness of programmes for the school students.

**Working conditions:**

- The post will involve classroom based and outdoor work.
- There is no evening or weekend work associated with this post.

**Links with others:**

- To work alongside schools, parents and other agencies
- To play a full part in the team approach at Oaklands School.

As the Exceptions (Amendment) Order 1986 to the Rehabilitation of Offenders Act 1974 applies to this position, the postholder will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the headteacher and member of staff, to be reviewed annually.

May 2023

**Person Specification – Teaching Assistant**

Category	Requirements	Essential/Desirable
	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> </ul>	Essential

Category	Requirements	Essential/Desirable
<b>Education/Training</b>	<p>(GCSE)</p> <ul style="list-style-type: none"> <li>• Requirement to participate in training/development as/when identified by line manager as essential for performance of the post</li> <li>• Willingness to participate in other development and training opportunities</li> <li>• NVQ 2 for Teaching Assistants or equivalent qualifications/experience</li> <li>• Training in the relevant learning strategies e.g. literacy</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<p>Essential</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic understanding of child development and learning</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to effectively use ICT to support learning, or to undertake training to do so</li> <li>• Ability to use other technology to support learning – e.g. video, photocopier etc.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, to understand classroom roles and responsibilities</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Category**  
**Requirements**  
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and own position within those