



TEACHING ASSISTANT JOB DESCRIPTION

SEN TEACHING ASSISTANT JOB DESCRIPTION

Post Title: SEN Teaching Assistant

Contract: Full time

Reporting to: Head Teacher/Deputy Head/Designated Teacher

KEY OBJECTIVES OF POST:

The post holder will:

- Work under the instruction and guidance of teaching staff, to implement agreed programmes of work with the individual pupil, in or out of the classroom
- To provide care and support for the pupil, to ensure their safety and well-being.
- To encourage enjoyment, enthusiasm, and independence in learning
- To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school
- To assist in the provision of a welcoming, stimulating environment
- To assist in the smooth running of the school

DUTIES AND RESPONSIBILITIES

Supporting the Pupil:

- To aid in planning, to deliver and implement work programmes to the pupil under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
- To establish a constructive working relationship with the pupil, setting reasonable expectations and acting as a positive role model to all students.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage the pupil to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To provide positive feedback and praise to the pupil in relation to progress and achievement.

Supporting the Curriculum:

- To deliver learning activities to the pupil.
- To liaise with other personnel and take responsibility for maintenance, quality and safety of specialist equipment
- To work with other staff members to develop an engaging curriculum to meet the needs of the child.

- To work and communicate effectively with outside agencies where required.

Supporting the Teacher:

- To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
- To assist, with the class teacher (and other professionals as appropriate) in the development of suitable programmes of support (IEPs).
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupil to the teacher.

Supporting the School:

- To be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To attend relevant in-service training.
- To undertake out of school learning activities as required (e.g. School visits, swimming lessons etc).
- To carry out break duty supervision in accordance with the rota
- To carry out tasks as required to support the smooth and efficient running of the classroom and school
- To carry out any other tasks as reasonably directed by the Head teacher.

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

Gesher School is committed to whole staff professional development.

Gesher is committed to Safeguarding all children and all applicants will be asked to make declarations regarding their criminal history prior to interview. The post will be subject to satisfactory safeguarding references and to an enhanced CRB check being received.

Gesher is an equal opportunities employer and welcomes applicants of both genders and all race, cultural, language and faith backgrounds. We do not discriminate on grounds of age, disability or sexual orientation.

GESHER SEN PRIMARY SCHOOL PERSON SPECIFICATION - SEN TEACHING ASSISTANT (SEN TA)			
ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> NVQ Level 3 or equivalent relevant qualification Educated to at least GCSE level including a good level in English and Maths Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> Qualification in the Autistic Spectrum Disorder First Aid Certificate 	<ul style="list-style-type: none"> Application Form Examination of Certificates
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Experience working in a primary education setting 	<ul style="list-style-type: none"> Working with children with SEN, in particular ASD Prior experience of using Makaton Prior experience in using PECs 	<ul style="list-style-type: none"> Application Form Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Excellent numeracy, literacy ICT and communication skills Working knowledge of foundation stage and primary national curriculum, with knowledge of SEN Child protection and Safeguarding Procedures Understanding the principles of child development 	<ul style="list-style-type: none"> An interest in creative arts Working knowledge of SEN Code of Practice/policies and legislation Health and Safety Legislation 	<ul style="list-style-type: none"> Application Form Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to meet the physical demands required of the job Good organisational skills and to be able to work as part of a team 		<ul style="list-style-type: none"> Application Form Interview References Medical Assessment
CONTRA-INDICATORS	A satisfactory record check being undertaken by the Disclosure and Barring Service		