

COUNDON PRIMARY SCHOOL



JOB DESCRIPTION

POST: SEN Teaching Assistant
GRADE: Grade 3
DIRECTORATE: People
LOCATION: Coundon Primary School

Duties and Responsibilities

Supporting Pupils

- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
- Promote high standards of behaviour, which are based on positive relationships and follows the relationships approach of the school.
- Assist with the development and delivery of individual education and support plans and My Support Plans.

Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEND).
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use ICT skills to advance pupils' learning.
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.
- Monitor, record and report on progress and attainment.
- Contribute to the overall ethos, aims and values of the school.

Working with staff, parents/cares and relevant professionals

- Share knowledge and understanding of pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Build positive relationships with all parents and carers.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil's progress, attainment and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Work with external agencies such as speech and language and autism support service to ensure the best provision possible.
- Develop effective professional relationships with colleagues based on our school values.

Professional Development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

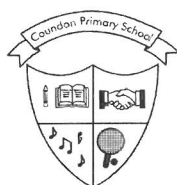
Other areas of responsibility

Safeguarding

- Work in line with statutory guidance (eg. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school.

Any other duties in line with the grade and expectation of the role.

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PERSON SPECIFICATION

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	Job Requirements
Qualifications and Training	<p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.</p> <p>Additional training pertinent to the role (eg. SEND specific) or a willingness to undertake this training.</p>
Experience	<p>Experience working in a school environment or other educational setting.</p> <p>Experience working with children/young people with special educational needs (SEND).</p> <p>Experience planning and delivering learning activities.</p> <p>Experience of working with Autistic children.</p>
Skills and Knowledge	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective and positive working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</p>

	<p>Excellent verbal communication skills.</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge or guidance and requirements around safeguarding children.</p> <p>Good ICT skills</p>
Personal Qualities	<p>Enjoyment of working with children.</p> <p>A positive outlook and good sense of humour.</p> <p>Sensitivity and understanding, to help build good relationships with pupils.</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>Commitment to always maintaining confidentiality.</p> <p>Commitment to safeguarding pupil's wellbeing and equality.</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference.</p> <p>Capacity to inspire, motivate and challenge children and young people.</p>