

Job Description- SEN Teaching Assistant Apprentice

Teaching assistant apprentice to work 1:1 or in small groups with pupils with SEND, across the school (depending on the needs of the school).

Tasks may involve:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate their physical and emotional development.
- Work 1:1 and ensure the safety and care whilst supporting a pupil at this level.
- Working within small groups as dictated by class teacher
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
- Assist the teacher in the development, delivery and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals or groups of children.
- Prepare and deliver programmes to support Special Needs e.g. Read Write Inc, one-to-one tuition, interventions etc following the guidelines and training given under the guidance of the teacher.
- Assist the teacher with the planning of learning activities in the classroom or designated areas preparing or modifying work for individuals or groups of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the implementation of programmes designed by other professionals such as Educational Psychologists, Speech and Language therapists.
- Assist the teacher with the administration of baseline/tests and other assessments.
- To prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.

Desired Personal Skills

- Confident in building and maintaining relationships with young children
- Works well with other people
- Ability to follow instructions and complete tasks set
- Able to work using own initiative
- Able to communicate effectively in spoken or written form
- Able to follow direction from external agencies re: provision required for individual pupils
- Well organised
- Able to use ICT – word processing, emails, internet
- Aware of Safeguarding when working with young people
- Basic knowledge of First Aid if possible
- Awareness of Health and Safety issues

Desired Personal Qualities

- Positive 'can do' attitude
- Enthusiasm
- Enjoy working with children
- Reliable
- Committed
- High expectations
- Sense of humour
- Team player

Safeguarding

Edgewick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment.

All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"

Notes:

This post is subject to the Rehabilitation of the Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.