

HOLLYFAST PRIMARY SCHOOL

SEN Teaching Assistant 1:1 Support





Location: Hollyfast Primary School
Post: **SEN Teaching Assistant (1:1 Support)**
Grade: Grade 3 Spine (point dependent of experience)
 £23114-£24294 Full Time Equivalent (£18973 - £19942 pro rata)
Closing Date 12th May 2024
Responsibility for:

Directorate: People
Service: Primary Schools
Duration: **Fixed Term Contract (contract attached to SEN Children)**
Time: **35 hours per week** - (half an hour lunch break)
Start date: **As soon as possible**

AIM high, GROW within and REACH beyond the stars ★

Responsible to Head Teacher

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To support the school in its development and education process by providing care and supervision to all children, including those who have special, physical, emotional and educational needs
- To support children's learning activities
- To help keep children safe
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness

Our School

Thank you for taking the time to read through our Job Description for a new 1:1 Teaching Assistant vacancy. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to "Aim High, Grow within and Reach beyond the stars".

In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that "Every day, happy pupils thrive, surrounded by love and care" and "staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors".



The Post

We are seeking to recruit a SEN Teaching Assistant to support a Year 1 pupil with an EHCP. This is a fixed term position to support the child whilst they are a pupil at Hollyfast. Experience of working with children with Autism would be an advantage.

The successful candidate will be based in our Intervention provision in the mornings, working with a group of children with additional needs alongside two experienced SEND TA's. Within this setting, the children receive a skills-based curriculum to meet their targets. The afternoon will be class-based working with the Year 1 pupil.

This is an exciting position for someone who is passionate about supporting children with additional needs. If you are a team player who has a deep commitment to ensuring that all pupils flourish in their learning and as community members, we look forward to hearing from you.

Opportunity for growth, training and development will be provided, to enable both the pupil and the successful candidate to reach beyond the stars!



The post will include:-

- To support students who have Special Educational Needs: cognition and learning, emotional and behavioural difficulties. This will involve working on a 1:1 basis, but also supporting small groups of learners with a variety of complex needs.
- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children including those who have special physical, emotional and education needs.
- To help to keep children safe.
- Promote positive behaviour.
- Develop and promote positive relationships.
- Support the development and effectiveness of work teams.
- Reflect on and develop practice.
- Maintain confidentiality at all times.

Main Duties and Responsibilities

Under the guidance of teaching/senior staff and within an agreed system of supervision

- To assist the class teacher and SENDCo in carrying an appropriate planned programme to work to meet the needs of the particular child enabling them to reach full potential.
- To assist with the integration of children with additional needs, some of which may be very challenging, into the rest of the class.
- To encourage and support the learning process of the child/ren both on a one-to-one basis and also within a group.
- To assist with the monitoring of the child's performance and to report progress.
- To work alongside the school SENDCo and other members of the team in planning and delivering relevant interventions while monitoring and feeding back on progress
- To provide feedback to enhance self-esteem and to encourage acceptable behaviour from the supported child.
- To care for the safety, welfare and hygiene of the child.
- To liaise effectively with the SENDCo but also with staff in the school.
- Assist the teacher in the development implementation of Individual Education/Behaviour Plans and Personal Care Plans for individuals and groups of children.
- To cover, as required, for absent colleagues within your team
- To support the SENDCo with displays and organisation resources in the school's nurture spaces.
- 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.
- Attend professional learning sessions with teachers where relevant
- Take part in our bespoke coaching programme

JOB RESPONSIBILITIES AND TASK MAY INCLUDE SOME OF THE FOLLOWING:

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupils self-esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with administration of baseline tests.
- Support the ICT in learning activities and develop pupils competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying and filing.
- Assist at an appropriate level, and within the school's procedures, with the provision of general care and welfare of pupils which may include:-

<ul style="list-style-type: none"> ○ Assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing ○ The changing of soiled clothing and its disposal in an appropriate way ○ Assisting with children's injuries and where appropriately qualifies, administering first aid ○ Assist with the administering of medicines under the direction of the appropriate medical staff ○ Assist with the identification and monitoring of children's general health and welfare <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to children protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. • Support and contribute to the overall values of the school. • Assist with the supervision of pupils outside of lesson times, including lunchtime. • Assist with the group activities within and away from the classroom/school, such as PE, swimming and educational visits. • Assist the teacher in supporting volunteer helpers or students in the classroom. • Cover half an hour lunch break with children <p>Any other duties and responsibilities within the range for the salary grade.</p>
<p>Support for the School</p> <ul style="list-style-type: none"> • Contribute to self- evaluation practices within school. • Develop and maintain working relationships with other practitioners. • Participate in CPD opportunities. • Reflect on and develop your own practice. • Play an active role in the Health and Safety procedures and safeguarding policy. • Act upon the risk assessment procedures that are in place to support all learners.
<p>Professional responsibility</p> <ul style="list-style-type: none"> ▪ Undertake an annual review to discuss achievements in line with the job description and identify any training needs. ▪ Undertake any necessary training to ensure an up to date working knowledge of the support for teaching and learning. ▪ Attend relevant training courses to update knowledge and extend understanding within particular areas. ▪ To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions. ▪ 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. ▪ Any other duties and responsibilities within the range and salary grade.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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.

Responsible to: Head Teacher



PERSON SPECIFICATION

CRITERIA	QUALITIES
RELEVANT EXPERIENCE	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience of working with young people • Experience of working with SEN <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous classroom assistant experience
QUALIFICATIONS /TRAINING /EDUCATION	<p><u>Essential</u></p> <ul style="list-style-type: none"> • A good standard of education, particularly in English and Mathematics • Willing to undertake further professional development <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Level 3 Teaching Assistant Qualification • GSCE, (or equivalent) in Maths and English
SKILLS AND ABILITIES	<p><u>Essential</u></p> <ul style="list-style-type: none"> • The ability to communicate effectively – both verbally and in writing and to use language and other communication skills that students can understand and relate to • Ability to provide engaging 1:1 support • The ability to respond calmly and constructively when dealing with students with SEN • Ability to manage time effectively • The ability to seek advice and assistance to meet students needs • Willingness to maintain confidentiality on all school matters • A willingness to engage in professional development opportunities
GENERAL AND SPECIFIC KNOWLEDGE	<p><u>Essential</u></p> <ul style="list-style-type: none"> • To have an understanding of Special Educational Needs • The ability to learn and use a range of strategies to deal with classroom and individual behaviour • An understanding of and commitment to equality of opportunity in day-to-day working practices • The ability to work as part of a team • Awareness of literacy development <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of using Information Technology to support students in the classroom
SAFEGUARDING	<p><u>Essential</u></p> <ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and child protection

