



## **Alderman's Green Community Primary School**

### **Job Description – SEN Teaching Assistant – Grade 3**

**Term time only plus 5 teacher training days**

#### **Job Purpose**

1. To be part of the Inclusion Team, providing support to classroom teachers and the SENco as required, with their responsibility for the development and education process by providing care and supervision to children with special physical, emotional, communication and education needs, either on a 1:1 basis or in small groups, by utilising a good standard of practical knowledge and skills.

#### **Duties and Responsibilities**

1. Support children with additional needs on a 1:1 basis, or within the classroom environment and during unstructured times, as directed. This includes personal care for children who require it.
2. Work collaboratively with teaching staff/SENco in order to aid access to the curriculum, and to support the EHCP, Behaviour Plan & programmes designed for individuals or groups of children.
3. Assist the teacher/SENco with the planning of learning activities, preparing or modifying work for individuals or small groups of children as directed.
4. Use strategies in liaison with the teacher/SENco, to support pupils to achieve learning goals
5. Support teaching activities and provide support for specific curriculum areas
6. Assist with supervision of pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
7. Promote pupil independence and self-esteem both in learning and social skills, reinforcing via praise and encouragement and setting challenging, demanding expectations
8. Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate
9. Ensure pupils are able to safely use equipment / materials provided
10. Prepare and organise teaching resources including use of ICT, checking and maintenance of Service equipment and materials.
11. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
12. Attend staff and whole school meetings as necessary
13. Participate in personal and professional development activities and attend training relevant to the posts to meet changing demands of the post.
14. And such other duties as are within the scope and the spirit of the job purpose and it's grading.
15. All duties and responsibilities must be carried out due regard to the school Health and Safety policy and procedures.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and the school's Child Protection and Safeguarding policies and procedures for safeguarding children and in particular is required:-

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

**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 Public Sector Equality Duty and the school's related policies and procedures.

Duties which include processing of any personal data must be undertaken within the scope of the school's GDPR policies and procedures.



**Alderman's Green Community Primary School**  
**Person Specification – SEN Teaching Assistant Grade 3**

Attributes	Job Requirements
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 for Teaching Assistants, or equivalent qualifications and/or experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with KS1 and KS2 children with SEN</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of the particular needs and characteristics of children with SEN</li> <li>An understanding of equal opportunities issues</li> <li>An understanding of the different roles played by different adults in children's education</li> <li>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Working knowledge of national curriculum and other relevant learning programmes</li> <li>To understand the principles of child development and learning processes and in particular, barriers to learning</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To work within the recommendations contained with EHCPs or Positive Handling Plans using a range of approaches.</li> <li>To support good hygiene by carrying out personal care to children who require it.</li> <li>To work with guidance, under limited supervision.</li> <li>To be supportive, calm and empathetic</li> <li>To be able to remain calm, when under pressure.</li> <li>Model acceptable behaviour</li> <li>To assist children on a 1:1 basis but also work as a member of a team.</li> <li>Be flexible in your approach to work</li> <li>To have good communication skills</li> <li>To assist in the development and implementation of practical strategies</li> <li>To encourage good social skills</li> <li>To support individual children, recognising their strengths and needs</li> <li>To explain tasks simply and clearly</li> <li>To assist pupils in all areas of the curriculum</li> <li>To have good organisational skills</li> <li>To care for the individual pupil, should accidents or sickness occur</li> <li>Be able to accept authority and supervision and respond appropriately</li> <li>Be willing to be involved in professional courses and attend courses</li> <li>Be able to put training into practice</li> <li>Be able to keep accurate records</li> </ul>

<b>Special Requirements</b> :	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul> <p style="text-align: center;"><b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b></p>
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