

**Vacancy Reference No:**

Job Title: SEN Teaching Assistant

Directorate: Coventry City Council

Post Number:

Service: Schools

Grade: Level 3

Location: Willenhall Community Primary School

Hours: 8.30 to 4pm (35 hours per week)

PURPOSE OF JOB

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

MAJOR RESPONSIBILITIES

To work under instruction and guidance to enable access to learning by:

- Attending to the welfare and personal development of a pupil with special educational needs
- Delivering personalised learning, care and support
- Creating a positive working relationship and environment conducive to effective learning for children with SEND
- Assisting with developing individual and group learning programmes to respond to current and future needs
- Undertaking general clerical and administrative support for the teacher or year group

DUTIES

Supporting pupils by:

- Supervising and providing personalised support for an assigned pupil, ensuring their safety and access to learning activities
- Assisting with the development and implementation of EHCP and/or support plans and working across the key stages
- Establishing constructive relationships with the pupil and other pupils, interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils, particularly the development of inclusion for the assigned pupil
- Encouraging the pupil to interact with others and to engage in activities led by the teacher
- Promoting independence, confidence and self-esteem.
- Providing personalised feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support the curriculum by:

- Delivering structured and agreed learning activities/teaching programmes and adapting activities according to pupil needs
- Delivering programmes linked to local and national expectations e.g. English and Maths, recording achievement and progress and feeding back to the teacher
- Supporting the use of IT in learning activities and developing pupils' competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Working and communicating effectively with outside agencies where required

Support the teacher/year group team by:

- Creating and maintaining a purposeful, inclusive and supportive environment, in accordance with lesson plans
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting positive pupil behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy and encouraging all pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Assessing children's class work and supporting the administration of tests
- Providing clerical/administrative support relating to assigned pupil and other pupils (where necessary)

Support the school by:

- Being aware of and complying with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos, work and aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and working under the supervision of the teacher

Reviewed January 2022

Person Specification**Job Title:** Teaching Assistant**Directorate:** Coventry City Council**Post Number:****Service:** Schools**Grade:** Level 3**Location:** Willenhall Community Primary School**Hours:** 8.30 to 4pm (35 hours per week)

Attributes	
Qualifications	<ul style="list-style-type: none">• Good basic education to GCSE level in English and Maths (level 5-9) NVQ level 2 qualification and have undertaken other appropriate training (preferably leading to national standards at NVQ level 3) or be able to demonstrate equivalent knowledge, experience and skills.
Experience	<ul style="list-style-type: none">• Working with young people• Experience of supporting children in a classroom environment, including those with special educational needs.
Knowledge and understanding	<ul style="list-style-type: none">• Have good level of knowledge and understanding of SEND and areas of the curriculum.• Have attended training on aspects of the curriculum• To be able to demonstrate how constructive relationships have impacted on child development.• To have knowledge of equal opportunities and inclusive teaching and its impact.
Skills	<ul style="list-style-type: none">• To be able to communicate effectively with varying audiences, speak confidently and clearly and present information verbally and in writing to others.• To be able to follow a plan and deliver learning goals ensuring successful attainment every day.• To be able to plan own work when required• Can transfer theory and training into practice• Can solve problems and can exercise initiative and independent action. Is pro-active in offering ideas• To be able to display work to a high standard.• To get involved in professional development and attend courses.• To be able to promote the ethos of the school.• To be aware of school policies and their impact.• To be able to assist in the general care and welfare of pupils.• Have the ability to work independently and as part of a team.• To present self as a professional
Personal Characteristics	<ul style="list-style-type: none">• Display commitment to the protection and safeguarding of children and young people• Value and respect the views and needs of children• Good timekeeper, reliable and punctual <p>Calmness; Confidence; Empathy; Enthusiasm; Flexibility; Initiative; Supportive</p>