



## Job Description

**Job Title: Teaching Assistant to support children with SEN & working in a 1:1 capacity.**

**Reporting to: Headteacher, SENCO and Class Teachers**

This role is partly to support children with SEN, in particular children with ASC and ADHD across school and partly working 1:1 with a Special Needs student who requires extra learning support.

We are looking for someone who:

- Can work under the instruction and guidance of senior/teaching staff to undertake work/care/support programmes to enable access to learning for pupils.
- Is confident and passionate about working with students who need extra learning support.
- Has an understanding of intensive interaction
- Has a can-do attitude and the ability to work well under pressure.
- Supportive of our Catholic Ethos

## Responsibilities

Support for the Pupils, Teachers and the Curriculum:

- Work in partnership with teachers and senior staff including the SENCO and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures
- Support pupils to understand instructions, support independent learning and to promote inclusion;
- Implement and contribute to the teacher planned learning activities/teaching programmes as agreed with the teacher, adapting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupil;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to the pupil in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND and care needs as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;

- Contribute to pupil's plans and reports;
- Support the use of ICT in the curriculum;
- Work with the pupils not working to the normal timetable using the Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested;
- Assist with the supervision of the pupil out of lesson times, including lunchtimes, but not as a supervisory assistant
- Support the pupil's learning through play and teacher planned learning activities
- Support the pupils in developing and implementing their own personal and social development
- May be asked to administer medications subject to agreement and in line with school policy
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team under the direction of the class teacher.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.



	<b>Essential</b>	<b>Desirable</b>
Application	<ul style="list-style-type: none"> <li>Fully supported in reference. (R)</li> <li>Well written, structured and presented application. (A)</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>TA Level 3 qualification or higher. (A) (I)</li> <li>GCSE grade 4-9 in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Relevant training in safeguarding children (A)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least, 2 years recent experience working with children in a teaching and learning environment</li> <li>Experience of working with children with SEN</li> <li>Experience of engaging and working effectively with primary aged children, demonstrating a positive impact. (A) (R)</li> <li>Experience of engaging and working effectively with parents/carers, demonstrating a positive impact. (A) (R)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working across all Key Stages preferably in a mainstream school. (A) (I)</li> <li>Experience of effective communication and liaison with agencies linked to education e.g. CAMHs, SALT, Education Welfare Team (A)</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills. (I) (R)</li> <li>Ability to take the lead and have effective outcomes. (I) (R)(A)</li> <li>Good organisational skills (I) (R)</li> <li>Demonstrate the qualities needed to build positive and effective relationships with primary aged children and adults. (R) (I)</li> <li>Ability to effectively manage children's behaviour, using positive approaches, being firm, fair and consistent. (R) (I)</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. (I) (R)</li> <li>Ability to support and model good practise to support staff and volunteers. (R)(I)(A)</li> <li>Good numeracy and literacy skills</li> <li>Be able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Relevant knowledge of First Aid</li> <li>Knowledge of Child Protection</li> <li>Equal Opportunities and recognising the nature of the diverse school community</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Demonstrate a commitment to CPD and participation in training opportunities. (A) (R)</li> <li>High expectations of self and others. (R) (I)</li> <li>Flexible and adaptable in approach. (I) (R)</li> <li>Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders. (R) (I)</li> <li>Ability to manage pressure effectively and deal with challenging situations in a calm manner. (I) (R)</li> <li>Enthusiasm for working with children and as part of a wider school team.</li> </ul>	

Professional philosophy and commitment	<ul style="list-style-type: none"><li>• Commitment to promoting equal opportunities and meeting the educational, social and emotional needs of all children (A) (R) (I)</li><li>• Commitment to the school and wanting the best for all stakeholders.</li><li>• Commitment to support and promote the catholic ethos of the school.</li></ul>	
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