



Job Description – SEN Teaching Assistant

Purpose of Job

Responsible, under the direction or instruction of the Class Teacher and leadership team, to work as part of a team to support pupils who have autism and moderate and/or severe learning difficulties with their learning, communication and independence. To support access to learning for pupils and provide general support to the Class Teacher in the management of pupils across the Trust.

Main Responsibilities

To work under the guidance of class teachers and the leadership team to perform all general duties associated with supporting pupils within the classroom setting. This will include supporting learning in all subjects including reading, writing and maths, maintaining the learning environment and practical classroom organisation. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Vision, Values and Contributions to the School

- Contribute to the overall vision and values of the Trust;
- To work cooperatively as a part of a team for the benefit of all the pupils in the class;
- Participate in the school's induction programme, training programme and performance management;
- Appreciate and support the role of other professionals.

Welfare and Safeguarding

- To be fully aware and understand the duties and responsibilities outlined in Keeping Children Safe in Education in relation to child protection and safeguarding children and young people;
- To be fully aware of the principles of safeguarding;
- Supervise and support pupils ensuring their safety;
- Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of pupils, confidentiality and data protection.
- Reporting all concerns to an appropriate person.

Health and Safety

- Prepare the classroom for all lessons and clear afterwards, ensuring materials and equipment are clean, in working order and safely stored.
- Comply with all policies that promote health and safety
- To implement any individual risk assessments and to follow risk assessments when off site

Behaviour Support

- To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour;
- To promote the acceptance and inclusion of pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner;
- Follow behaviour plans and Education and Health Care targets;
- Support the class teacher in the positive behaviour management.

Independence and Self-Care

- Encourage pupils to act independently where appropriate;
- Support any pupils' personal care needs in line with their personal care plan;
- Support and interact with pupils at break and lunch times.
- Support pupils offsite including swimming lessons as appropriate

Communication Support

- To provide communication support matched to the needs of the pupils;

Curriculum, Teaching, Learning and Assessment

- Prepare equipment and resources as directed by class teachers and support pupils in their use;
- Supporting the pupils in undertaking a range of curriculum activities as directed by class teachers;
- Be aware of pupil progress and achievement and report to class teachers;
- Contribute to pupil record keeping on Earwig;
- Support the pupils in PE and other practical subjects by modelling and taking part;
- Accompany teaching staff and pupils in community learning activities
- Support and supervise pupils during community learning activities.

ICT and Administration

Supporting pupils in using ICT and technology, as directed.

Personal Specification – SEN Teaching Assistant

Essential	Desirable
Qualifications	
Basic Numeracy Skills	GCSE grade 4 or above in Maths and English (or equivalent)
Basic Literacy Skills	Appropriate NVQ
	First Aid Certificate
	Childcare Qualification
Experience	
Working with people	Working within a school or special school
Willingness to undertake various training to effectively support pupils with SEN	Experience of developing and delivering individual education programmes for children with specific needs
Personal and Professional	
Must be well organised	Ability to organise and prioritise and work on own initiative
Effective communication skills	Training in personal care
Ability to maintain a positive and professional attitude	

Ability to work as part of a team	
Flexible and willing to contribute to the success of the team	
Ability to develop good relations with staff and pupils and the wider school community	
Willingness to carry out personal care routines	
With training, be prepared to implement behavioural strategies	
Awareness of principles of safeguarding and willingness to undertake further training.	