

## SEN Teaching Assistant Job Description

---

### Teaching Assistant

To assist in delivering the curriculum, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment for a pupil with additional needs.

### Performance Measures

- To ensure children make progress towards their targets
- To demonstrate a commitment to building positive family relationships and professional relationships within the school

### Main Duties

- To establish an effective and purposeful learning environment in partnership with the teachers and other colleagues
- To support teachers in assessing the needs of individual children
- To observe, record and feedback information on pupil performance

### Other Key Aspects of the role

- To assist in creating materials for curriculum delivery and display boards
- To plan and lead one to one and small group teaching and intervention
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties
- To assist with behaviour management for specific children within and outside the classroom
- To work with the classroom teachers to implement Individual Education and Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments or behaviour that interferes with learning and relationships
- To assist pupils' social development, progress and achievement outside the classroom
- To follow the school's safeguarding policies and protocols with all pupils

### Wider School Support

- To supervise pupils in the playground and dining hall when directed
- To assist with therapy. e.g. physical, occupational or language
- To maintain pupil and family confidentiality
- To attend regular meetings and training as required
- To communicate and liaise with staff, pupils, parents, local advisory board and other members of the local community as appropriate

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## SEN Teaching Assistant Personal Specification

---

Essential Criteria	Met	Desirable Criteria	Met
<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ L2 or higher</li> </ul>		<ul style="list-style-type: none"> <li>Further Qualifications</li> <li>First aid</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of delivering and assessing areas of the curriculum with teacher guidance</li> <li>The ability to create a happy, challenging and effective learning environment</li> <li>Helpful, positive, calm and caring nature</li> <li>Excellent speaking and listening skills</li> <li>Understanding of safeguarding and child protection procedures</li> <li>A thorough understanding of what constitutes effective teaching and learning</li> <li>An understanding of effective monitoring, evaluation and assessment</li> <li>An understanding of effective practice in teaching and know when to seek advice and support</li> <li>Adaptable and resourceful to meet new challenges - have a flexible and positive approach to challenge and change</li> <li>Experience of working with a child who has autism</li> </ul>		<ul style="list-style-type: none"> <li>Experience of working with/ or developing links with parents and other outside agencies</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>Well-developed interpersonal skills - the ability to communicate effectively orally and in writing to a range of audiences</li> <li>Able to plan, organise and prioritise</li> <li>The ability to enthusiastically and loyally promote the school's vision through behaviour, words and actions</li> <li>The ability to make decisions, in consultation with the Class Teacher, Principal, SENDCO, Senior Leadership Team, Staff, Parents and the wider community as appropriate</li> <li>The ability to be proactive</li> <li>Competent in the use of ICT</li> </ul>			