

# Titchmarsh Church of England Primary School



## Job Description – Level 1 SEN Teaching Assistant Grade D (3-4)

### SPECIAL EDUCATIONAL NEEDS TEACHING ASSISTANT - PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education</b>	NVQ level 2 or equivalent	Level 3 qualifications
<b>Experience</b>	Knowledge of special needs and/or working with children with SEN.	Experience with Agenesis of Corpus Callosum (ACC) and Global Delay  Experience of Occupational Therapy  Speech and Language Experience  Basic knowledge of first aid  Training in literacy and numeracy
<b>Skills</b>	Appropriate ICT and keyboard skills  Appropriate level of data protection, security and confidentiality awareness.  Be able to work with the Class Teacher to set and achieve IEP targets  Be able to support and scaffold the curriculum to allow for development	
<b>Achievement</b>	Understanding of strategies to raise attainment of children with a range of SEN and higher achievers.	Experience of working with children with a range of learning needs.
<b>Interpersonal and communication skills</b>	Calm and positive approach. Ability to communicate effectively orally and in writing. Able to use ICT effectively.	Ability to work with Speech and Language Therapists and continue advice and work recommended
<b>Education and Philosophy</b>	A positive and energetic attitude. A desire to fulfil every child's potential.	General understanding of the National Curriculum
<b>Equal Opportunities</b>	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion.	Understanding of corporate equalities standards and diversity issues and impact in immediate work area.

## **Duties**

The duties are taken from NNC's Job Family Profile (Job Reference 1483) but are a generic list of duties which may well not apply in this role.

### **WORKING IN THE ENVIRONMENT:**

#### **Providing Personal and Welfare Care**

1. Throughout the day, including lunchtimes or before or after school if required attend to the personal needs of pupils and implement related personal programmes, including toileting, hygiene and feeding/ meal times, to help with development of social skills and ensure that the school's health, safety and behaviour policies are maintained
2. Assisting the School Nurse in providing support to the child whilst the nurse carries out medical procedures so that the school's health, safety and behaviour policies are maintained.
3. Assist in dealing with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
4. To care for a sick or injured child, referring them when necessary to the School Nurse and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care

#### **Supporting Pupils in the Learning Environment:**

1. Supervise and support pupils ensuring their safety and access to learning
2. Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
3. Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, basic ICT*)
4. May assist with the supervision of pupils and delivery of activities out of lesson times (*for example at lunchtimes, before and after school*) to enhance service delivery and encourage structured and positive play-
5. May assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment

#### **Providing clerical and other support to service users:**

1. Provide routine clerical and other support to meet service delivery requirements (*for example photocopying, typing, filing, collecting money, school trips*)

#### **Preparing and maintaining the classroom environment and resources:**

1. Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the curriculum

### **WORKING WITH PEOPLE:**

#### **Developing the team:**

1. Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives

#### **Building professional relationships:**

1. Build and maintain positive professional working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

**Dealing with Behaviour Issues:**

1. Observe/use awareness of behaviour, knowledge of different behaviour management and communication strategies and adapt existing strategies/methods as necessary to deal with disruption by pupils in class;
2. Where required and suitably trained, use appropriate physical restraint techniques in accordance with relevant policies and procedures.

**WORKING WITH RESOURCES:****Monitoring outputs and levels of resources:**

1. Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum;
2. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

**WORKING WITH INFORMATION:****Reviewing pupils' performance:**

1. Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development.
2. Gather and report information to and from parents / carers as appropriate to meet service delivery requirements

**GDPR Compliance**

All staff should ensure:

- They are familiar with the requirements of safe data handling and the GDPR;
- They password-protect any devices they use that can be accessed by others;
- They only save data to be taken out of school on encrypted data sticks;
- They are mindful about safe use of data: ensuring a clear desk policy, ensuring PCs or other equipment are not left unattended so that others can access information;
- That key information is locked away;
- That, if working from home, that data is not stored on shared devices that can be easily accessed by non-school staff;
- That displays and other information visible cannot lead to the breaching of personal data;
- That they ensure that confidential documents are sent with a password protect facility and any confidential discussions are held in suitable areas of the school.

**Other duties and responsibilities**

Undertake any reasonable additional duties as directed by the Executive Headteacher/Head of School.

Job holders may frequently attend to personal, hygiene and medical care needs throughout the normal working pattern and therefore be exposed to unpleasant substances.