

Job Description – SEN Teaching Assistant

The post will require someone who has suitability to work with complex and challenging children and young people.

Accountable to: Executive Headteacher/SLT

Job Purpose

- To be able to support students, many of whom have struggled in the mainstream system, with their learning and pastoral development.
- To support teaching staff to deliver a high-quality education for all students.
- To deliver personalised learning to small groups and individual students.

Objectives

- Ensure all students are safe, happy and secure.
- To support teachers to ensure all students receive high quality learning experiences.
- To support teachers to ensure all students make good progress.
- Have responsibility for safeguarding and promoting the welfare of children and young people.
- Support students to achieve their personal targets.
- Undertake such duties as are delegated by the class teacher or senior leader.

The specific nature and balance of these responsibilities will vary according to the needs of the school and individual students. These may be undertaken alongside other colleagues.

Key tasks

Knowledge and understanding

- To use an up-to-date knowledge of current curriculum expectations to deliver high quality personalised learning.
- To be aware of health and safety issues ensuring that all students learn in a safe and secure environment.
- To adhere to and take responsibility for implementing school policies and practices, including those relating to Equal Opportunities.

Planning, teaching and class management

- Understand the individual needs of all students with whom you work. Ensure that you have a clear understanding of each student's profile, risk assessment and individual support plan before you work with them.
- To deliver planned learning effectively to ensure that students have the opportunity to achieve their individual targets.
- To use high quality strategies that keep students engaged through effective questioning, lively presentation and good use of resources.
- To monitor student's learning, providing constructive feedback.

- To work as part of a team to maintain a safe and stimulating learning environment that supports learning and in which students feel secure, confident and able to take risks in their learning.
- Whilst taking account of the needs of individual students, set high expectations for students behaviour. Act to pre-empt and deal with inappropriate behaviour in line with the school's Behaviour & Anti-Bullying Policy.
- To use proportionate intervention, as designated by current school policy, to support students with challenging behaviour.
- To log all incidents of inappropriate behaviour using the school's agreed system.
- To ensure that all students are correctly informed of health and safety issues when working with tools, specialist equipment or in the farm/landbased areas.
- Be aware of and adhere to the risk assessment for any activity which you support.

Wider professional effectiveness

- To set a good example to the students you teach through your presentation and your personal conduct.
- To take responsibility for your own professional development including Appraisal procedures.
- To attend training, in and out of school, as directed by the Executive Headteacher/ Senior Leadership Team (SLT).
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and students.
- To manage support staff and other adults effectively, involving them where appropriate in the planning and management of students' learning and pastoral care.
- To share responsibility for the welfare, discipline and safety of all the students in the school, whether on site or engaged in authorised school activities elsewhere.
- To uphold and promote the shared vision and values for the school within the school community.
- To attend staff and other meetings as required.

Personal Qualities:

- Enthusiastic and motivated
- Maintain a professional ethos and persona at all times
- Act as a role model to students
- Ability to work independently and use initiative when required.
- Able to make decisions following discussion with line manager/Senior Leadership Team (SLT).
- To be able to work as a team member and follow instructions from line manager, teacher.
- Able to problem solve and prioritise tasks
- Able to work safely following health and safety procedures, making students aware of these by acting as a role model.
- Display a flexible/adaptable approach to support other members of the team as and when required.
- Be able to objectively evaluate strategies used with students with regards to their success.
- **Be professional and follow the code of ethics at all times**

Employment will be subject to Criminal Records Bureau Enhanced Disclosure checks

This job description can be changed and will be reviewed annually.