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| **Job Description** | |
| **Post:** | SEN Teaching Assistant |
| **Pay range:** | Scale 2 Point 4 |
| **Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.** | |

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| **PURPOSE OF THE POST**  To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils with a particular focus on SEN, EAL and underachieving groups.  To encourage pupils with additional needs to become independent learners, facilitate intervention, share in the care and wellbeing of pupils throughout the school, supporting in the inclusion of all aspects of school life.  **SAFEGUARDING**  To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice. |
| **MAIN DUTIES**   1. Work as part of the staff team at the direction of the SLT /Class Teachers to support teaching and learning provision for pupils with additional needs. 2. Act as a role model within the school community and demonstrate flexibility and excellent timekeeping. 3. Be aware of and support school policies and procedures 4. Maintain appropriate confidentiality. 5. Work or play with individuals or small groups of children to assist in the delivery of 6. the planned curriculum, as directed by the class teacher/SENCO. 7. Set up group activities under the guidance of the class teacher. 8. Work with children on practical activities, giving assistance and encouragement. 9. Read to and with small groups of children. 10. Under the direction of the class, the teacher assists in the planning, creation and mounting of displays of the children’s work. 11. Provide support and assistance for children’s pastoral needs (e.g. dressing, going to 12. the toilet, caring for sick, injured or distressed children). 13. Report any concerns regarding children’s welfare or education to the class teacher. 14. Under the direction of the Class Teacher, liaise with parents as appropriate on routine matters, maintaining sensitivity and confidentiality at all times. 15. Assist with the reception and departure of children at the beginning and end of school sessions. |
| **PERSONAL RESPONSIBILTIES**   1. Promote equality of opportunity. 2. Follow Safeguarding Guidelines and Child Protection policy/procedures. 3. Contribute to producing/delivering priorities in the School Improvement Plan. 4. Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal. 5. Promote positive attitudes and behaviour. 6. Contribute to the smooth day to day running of the school. 7. Be committed to achieving the school values. 8. Work to develop the Trust to have successful inclusive schools. 9. Respond promptly to concerns from parents, staff or students. 10. Promote the school in the community. 11. Work in partnership with all colleagues including the Governing Body. 12. Support Codes of Professional Ethics/Safe Practice in the Staff Handbook. Have regard for and act in accordance with Health and Safety policy/practice. Celebrate success of pupils and staff.   **PLEASE NOTE**  This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.  All staff at Brimsdown Primary School are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale. The post-holder may be required to work in any of the offices/schools/ nurseries within Ivy, as directed by the CEO  All employees are expected to:   * Comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description. * Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children. * Provide emergency back-up cover in the event of staff absence |
| **PERSONAL AND PROFESSIONAL CONDUCT**  Employees are expected to demonstrate consistently high standards of personal and professional conduct. These include but are not limited to:   * Treating pupils with dignity and at all times observing appropriate boundaries * Safeguarding pupils in accordance with The Ivy Learning Trust’s Safeguarding and Child Protection Policy and statutory guidance * Complying with Brimsdown Primary School’s Code of Conduct * Modelling Brimsdown’s values and ethos at all times * Working within agreed Brimsdown and Ivy Learning Trust policies * Responding professionally to parents/carers, visitors and staff members * Undertaking training and engage constructively in meetings, supervision and other events activities designed to improve communication and contribute to continuing professional development * Carrying out duties and responsibilities with due regard and compliance with the Ivy Learning Trust's policies and their personal responsibilities under the Health and Safety at Work At 1974 and all other relevant legislation * Ensuring that duties are undertaken with due regard and compliance with the Data Protection Act and General Data Protection Regulation (GDPR). |



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| **Person Specification** |
| The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description. |

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| **EDUCATION, EXPERIENCE AND ABILITIES** | **ESSENTIAL** | **DESIRABLE** |
| Demonstrable levels of numeracy and literacy equivalent | ✔ |  |
| Hold a recognised childcare or teaching assistant qualification |  | ✔ |
| Experience of working in an educational environment | ✔ |  |
| Experience of working with SEN children (either paid or unpaid capacity) |  | ✔ |
| Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils |  | ✔ |
| Able to deliver pre-planned programmes of work to children |  | ✔ |
| An interest and commitment to work-related training | ✔ |  |
| Able to form and maintain appropriate professional relationships and boundaries with children and young people. | ✔ |  |
| Ability and willingness to work as part of a team | ✔ |  |
| Ability to communicate effectively, both verbally and in writing. | ✔ |  |
| Ability to cope with and adapt to change and remain calm in stressful situations | ✔ |  |
| Understanding of safeguarding in school, Health and Safety, Data Protection and Confidentiality | ✔ |  |
| Understanding of basic First Aid procedures. |  | ✔ |
| A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school | ✔ |  |