



Priors Hall  
a Learning Community



Inspiring Futures  
through Learning

### **SEND Teaching Assistant**

**32.5 hours per week - 39 weeks per year (38 weeks plus 5 Training days)**

**D3 - £18,454 Per Annum (Actual)**

**Temporary/fixed-term contract**

**To start ASAP**

#### **SEND Teaching Assistant responsibilities:**

- Under the direction of the Class Teacher and SENDco, supervise and support a child or children with special educational needs, ensuring their safety and given them easy access to their learning;
- Ensure that the school's health, safety and behaviour policies are adhered to;
- Assist children individually or in small groups to understand and work through pre-defined learning activities;
- Observe and document children's learning and contribute to the development of their learning stories and portfolios;
- Support, scaffold and extend children's learning through play;
- Provide routine clerical and other support to meet the delivery requirements of the school;
- Prepare and maintain pre-defined learning resources and work environment for specific learning activities to meet the needs of the pupils and the curriculum;
- Participate in meetings and team development activities to support the individual and team performances and development objectives;
- Monitor resource levels and ensure that the appropriate person is notified of stock levels;
- Ensure that resources are used appropriately to minimise waste;
- Observe and be aware of and report any pupil problems, progress and achievements to the Class Teacher to ensure that pupil records are accurately maintained;
- Gather and report information to and from parents as appropriate to meet the needs of the service delivery requirements;
- To undertake any other duties as requested by the Headteacher, these duties may change from time to time without changing their general character or level of responsibility.



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**Midday Supervisor responsibilities:**

- Supervise all children when on the playground
- Provide support for children as required when they are eating their lunch
- Clean tables and brush floors as necessary when the children have finished eating
- Be responsible for a class of children during the lunch period
- Be aware of and adhere to relevant Health and Safety regulations
- To undertake any other duties as requested by Line Manager, these duties may change from time to time without changing their general character or level of responsibility

**Please see below Person Specifications.**



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<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
Education and Qualifications	GCSE English & Maths	Level 3 qualification in Childcare.
Experience and Knowledge	Basic knowledge of healthy food provision. Supervision of children	Previous experience of working with children in a similar setting
Ability and Skills	Good communication skills Able to maintain confidentiality Ability to work responsively and flexibly to meet the needs of the organisation  Ability to work in a tidy fashion	
Equal Opportunities	Ability to demonstrate awareness and understanding of inclusion and diversity and other peoples' behaviour, physical, social and welfare needs	
Health & Safety	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.  Already hold or be willing to obtain a Food Hygiene Certificate  Already hold or be willing to obtain a suitable first-aid qualification.  Able to ensure safety first within the room especially with cutlery etc.	
Pre-employment checks and safeguarding children	In addition to the normal pre-employment checks the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and Child Protection training.	