

School				
Job No.	Post Title	Grade	JE Pts	Date
C1299	Teaching Assistant – SEN Level 3	Grade 5	420 NJC	April 2008

Statement of Purpose

To work, under guidance of the Class Teacher and SENCo, to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

Assist teachers in the following:

Supporting Pupils

- Support provision for pupils with additional needs.
- Support assessment of pupils and discuss with senior staff.
- In conjunction with the teacher/SENCo the development and implementation of Individual Education and plans.
- Provide 1:1 mentoring for pupils and provide support for distressed pupils under the guidance of the SENCo/Senior Teaching Assistant.
- Under the direct guidance of senior staff implement and provide support to pupils in relation to their individual needs (e.g. daily exercise programme).
- Provide feedback to pupils and teachers in relation to progress, achievement, behaviour, attendance etc.
- To contribute to raising standards by ensuring high standards as promoted for pupils

Support for the Teacher

- Support pupils’ access to learning using appropriate strategies, resources etc.
- Report back to senior staff pupil responses in order that learning activities may be adjusted as appropriate.
- Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
- Contribute to the teacher’s recording and reporting of pupils’ achievement, progress and other matters. On request gather appropriate evidence.
- Assist on keeping records and evidence of learning as agreed and with support from senior staff.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Establish constructive relationships with parents/carers and exchange information.
- Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.

Support for the Curriculum

- To provide support in literacy/numeracy/SEN strategies.
- Assist with providing access arrangements for pupils taking internal and external tests and exams.
- Work with small withdrawal groups or individuals, under the direction of a teacher.
- Be aware of the need for different teaching and learning approaches that support pupils' access to learning.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.¹
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Recognise own strengths and areas of expertise.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.

¹ Every effort should be made to ensure support is within contractual hours

**Person Specification
Teaching Assistant – SEN
Level 3**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Three years experience of working to support children’s learning, gained in a relevant environment. • Experience of working with pupils with additional needs. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE C and above. • NVQ 3 for Teaching Assistant (or recognised equivalent qualification). 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice. • An understanding of areas of learning, e.g. literacy, numeracy, science, SEN. • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Excellent interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. 	AF/I /PE

