



**Lynch Hill School Primary Academy**

## **SEN TEACHING ASSISTANT: JOB DESCRIPTION**

### **Salary**

This post carries an additional SEN allowance of £1500 pa.

### **Line of responsibility**

The post holder will be directly responsible to the Learning Support leader and the Headteacher/SLT

### **Job purpose**

The post holder is responsible for:

- Assisting in delivering the curriculum to pupils with an EHCP and those identified across the school as requiring intensive support.
- Delivering agreed interventions to enable these pupils to achieve their personalised targets.
- Supporting these pupils within the learning support unit (Blossom Tree and/or the Hub) or in a mainstream class, as appropriate.
- Safeguarding staff and pupils through the positive and proactive use of Team Teach training.
- Working within the systems and structures of the school and following agreed protocol and established school policies.
- Contributing to the overall ethos, work and aims of the school.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

### **Job specification**

#### **Operational**

- S/he shall establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
- S/he shall support the child in managing any health, medical or physical needs once the appropriate training has been undertaken. This includes swimming.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that pupils are aware of the school's behaviour policy and code of conduct, and support pupils to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.

- S/he shall assist pupils to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions and hearing pupils read.
- S/he shall ensure that pupils are able to use the equipment and materials and assist where pupils are uncertain, such as with meanings of words, spelling and presentation.
- S/he shall use ICT effectively to support learning activities.
- S/he shall supervise and to assist pupils with their concentration to support the completion of their work.
- S/he shall motivate and encourage pupils, and help them to develop their self-esteem.
- S/he shall support the re-integration of pupils from the learning support unit (Blossom Tree and/or the Hub) by attending mainstream lessons with the pupil, as agreed with her/his line manager.
- S/he shall help foster good links between home and school, including required liaison with parents/carers of pupils within the learning support unit (Blossom Tree and/or the Hub) and external agencies.
- S/he shall liaise with staff, outside agencies, parents/carers, social workers, other schools and organisations on a range of matters in connection with the provision, and attend to queries as required by her/his line manager.
- S/he shall liaise and plan with her/his line manager and mainstream teachers in order to ensure support is effective and efficient.
- S/he shall liaise with relevant staff such as year co-ordinators and the attendance officer concerning pupil attendance and conduct within the learning support unit (Blossom Tree and/or the Hub) .
- S/he shall, when appropriate, support her/his line manager and other professionals by contributing to the planning and review of lesson provision for the class taking account of the focus objectives, progress made and the recording of evidence.
- S/he shall assist with the preparation of teaching materials and equipment required for lessons, differentiating as required.
- S/he shall assist her/his line manager in assessing progress made by pupils within their remit.
- S/he shall provide regular verbal and written feedback on pupils' progress to her/his line manager, other staff and professionals.
- S/he shall participate in SEN reviews for pupils with EHCPs, as required.
- S/he shall participate in a rota to support extracurricular activities for pupils outside the normal timetabled day, that is, before/after school and at lunchtime.
- S/he shall, where pupils are causing concern, under the direction of her/his line manager, provide parents/carers with necessary information and support the Inclusion Team with making appropriate referrals.
- S/he shall report any welfare and/or child protection concerns in accordance with school policies.
- S/he shall deal with any immediate problems or emergencies according to the school's policies and procedures.

- S/he shall contribute to the effective running of the school and offer support to all pupils where ever possible. This includes meeting the expectations of classroom-based staff when based in a mainstream classroom, working as a team with the class teacher and other support staff.
- S/he shall put up and maintain classroom and corridor displays within Blossom Tree and the Hub creating a positive learning environment.

#### **Administrative**

- S/he shall undertake administration tasks as required, for example, preparation and circulation of letters and reports, photocopying and filing.
- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.
- S/he shall maintain registers of pupils in Blossom Tree and the Hub.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall take minutes/notes in meetings as required and circulate associated information.

#### **General**

- S/he shall dress professionally in accordance with the school dress code. The post holder is expected to wear the designated uniform which recognises the requirements of the role. (Logo'd shirt provided by the school, loose fitting black trousers and black trainers).
- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall assist in escorting pupils on educational visits and participate in extra-curricular activities as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake Team Teach and first aid training and undertake such responsibilities as required.
- S/he shall keep abreast of developments and changes in her/his field and communicate to staff as appropriate.

## PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Experience of working with children/young people in a supervisory capacity.</li> <li>Experience of working with external agencies and other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>A qualification related to supervising and/or directing pupil activity.</li> <li>Experience of working in a school or similar establishment.</li> <li>A first aid qualification.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with pupils, parents/carers and colleagues.</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, parents/carers and other professionals.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Good standard of numeracy and literacy skills including spoken English.</li> <li>Ability to use ICT packages and equipment effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of behaviour management strategies.</li> <li>Working knowledge of planning and delivery of relevant learning activities.</li> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>Able to appropriately deal with confidential information/situations.</li> </ul>		<p>Application form</p> <p>Letter of application</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Able to follow direction from line manager.</li> <li>• Initiative and ability to prioritise one's own work even when under pressure.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>References</p> <p>Interviews</p>