

## JOB DESCRIPTION

### Ilchester Community Primary School SEN TEACHING ASSISTANT (SEN TA)

<b>Job Title</b>	SEN Teaching Assistant
<b>Responsible to</b>	Inclusion Leader
<b>Main Purpose</b>	To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with the individual pupil, in or out of the classroom.
<b>Duties &amp; Responsibilities</b>	To provide care and support for the pupil, to ensure their safety and well-being.
	To encourage enjoyment, enthusiasm and independence in learning.
	To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
	To assist in the provision of a welcoming, stimulating environment.
	To assist in the smooth running of the school.
	<b>Supporting the Pupil</b>
	To aid in planning, to deliver and implement work programmes to the pupil under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
	To establish a constructive working relationship with the pupil, setting reasonable expectations and acting as a positive role model to all students.
	To promote the inclusion and acceptance of all pupils within the classroom.
	To encourage the pupil to interact and work co-operatively with others.
	To promote independence, confidence and self-esteem.
	To provide positive feedback and praise to the pupil in relation to progress and achievement.
	To carry out break duty supervision.
	<b>Supporting the Curriculum</b>
	To deliver learning activities to the pupil.
	To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment.
	To work with other staff members to develop an engaging curriculum to meet the needs of the child.
	To work and communicate effectively with outside agencies where required.
	<b>Supporting the Teacher</b>
	To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
	To assist, with the class teacher (and other professionals as appropriate) in the development of suitable programmes of support.
	To contribute to the maintenance of pupils' progress records.
	To participate in the evaluation of the support programme.
	To provide regular feedback about the pupil to the teacher.
	<b>Supporting the School</b>
	To 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.
	To contribute to the overall ethos/work/aims of the school.
	To attend relevant in-service training.
	To undertake out of school learning activities as required eg. School visits, swimming lessons etc.
	To carry out tasks as required to support the smooth and efficient running of the classroom and school
	To carry out any other tasks as reasonably directed by the Head teacher.

**ILCHESTER COMMUNITY PRIMARY SCHOOL  
PERSON SPECIFICATION - SEN TEACHING ASSISTANT (SEN TA)**

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	NVQ Level 3 or equivalent relevant qualification  Educated to at least GCSE level including a good level in English and Maths  Willingness and ability to obtain and/or enhance qualifications and training for development in the post	Qualification in emotional literacy/social, emotional and mental health  First Aid Certificate  Team Teach Training	Application Form, Examination of Certificates
<b>RELEVANT EXPERIENCE</b>	Experience working in a primary education setting  Prior experience of using STC	Working with children with SEN, in particular with social, emotional and mental health difficulties  Working in an Early Years class/setting	Application Form, Interview, References
<b>KNOWLEDGE AND SKILLS</b>	Excellent numeracy, literacy ICT and communication skills  Working knowledge of foundation stage and primary national curriculum, with knowledge of SEN  Child protection and Safeguarding Procedures  Understanding the principles of child development	Codes of Practice and Legislation, applicable in school  Working knowledge of SEN Code of Practice/policies and legislation  Health and Safety Legislation	Interview, Application Form, References
<b>PERSONAL CHARACTERISTICS</b>	Ability to relate well to children and adults  Ability to meet the physical demands required of the job  Good organisational skills and to be able to work as part of a team		Application Form, Interview, References, Medical Assessment
<b>CONTRA-INDICATORS</b>	<b>A satisfactory record check being undertaken by the Disclosure and Barring Service</b>		