Learning and Challenge Rooted in Faith

St. Benedict's Catholic Primary School

Job Description and Person Specification

Job title: SEN Teaching assistant (TA)

Salary: NJC Pay Scale D2 (4-11 £26,016.00 - £29,071.00 per annum. Pro rata.)

Main purpose

The Teaching Assistant will:

- Provide outstanding support to enable a pupil/s with additional needs and SEND to play a full and active part in the life of the school and to make outstanding progress in their learning.
- Work with class teachers to adapt learning tasks and materials to help pupil/s access the curriculum in line with their Educational Health Care Plan (EHCP).
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups.
- To supervise lessons during the short-term absence of the teacher, e.g., when the teacher is absent for pupil progress meeting / meeting a parent, involved in In-service training, absent on school business or absent owing to medical or personal commitments.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of a pupil/s with additional needs and SEND.
- Support emotional regulation.
- Assist with personal, intimate, or medical carer routines if required by the pupil's care plan.
- Communicate closely with class teacher, SENDCo and parents.
- Support the the learning, development, safety, and well-being of pupil/s, including those with additional needs, ensuring equality of access and inclusion.
- Deliver structured learning activities, support Individual Education Plans and Personal Care Programmes in the classroom or in a smaller one-on-one setting.
- Support the development of children's basic skills, including physical coordination, speech and communication.
- Use effective questioning to ensure learning moves on for different groups of pupils.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Understand the Early Years curriculum and how to promote learning.
- Provide pastoral care and support for pupils to learn and develop curiosity.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher/SENDCO.
- Assist in classroom management, implementing lesson plans, and supervising pupils consistently, including during short-term teacher absence.
- Use ICT skills to advance pupils' learning.
- Work under the direction of the class teacher, SENDCO and the Early Years Leader to lead learning both indoors and outdoors.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress.
- Read and understand lesson plans shared prior to lessons, if available.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher/SENDCO.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers/SENDCO.
- With the class teacher and SENDCO, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Environmental Demands / Working Conditions

- Frequent periods of sitting, standing, and moving around the school environment.
- Manual handling and occasional physical support of pupils in line with health and safety guidance.
- Ability to respond to emotional, behavioural, or physical challenges, including dealing with emergencies.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and Professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

The Teaching Assistant will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and training	- GCSE level Maths and English or equivalent qualifications.	- First-aid qualification
Experience	- Experience of working in a team situation. - Experience working with primary aged children within a learning environment.	- Experience of working with Early Years children with Special Educational Needs supported by an EHCP.
Skills and knowledge	- Good literacy and numeracy skills. - Good organisational skills. - Ability to build effective working relationships with pupils and adults. - Skills and expertise in understanding the needs of all pupils. - Knowledge of how to help adapt and deliver support to meet individual needs. - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils. - Excellent verbal communication skills. - Active listening skills. - Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations. - Knowledge of guidance and requirements around safeguarding children. - Ability to use ICT effectively. - Understanding of roles and responsibilities within the classroom and whole school context.	- Working knowledge of Trust and school policies and procedures.

Personal qualities	› Enjoyment of working with children. › Sensitivity and understanding, to help build good relationships with pupils. › A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school. › Commitment to maintaining confidentiality at all times. › Commitment to safeguarding pupil's wellbeing and equality. › Resilient, positive, forward looking and enthusiastic about making a difference. › Capacity to inspire, motivate and challenge children and young people.	› Understanding of the distinctive nature of a faith school › A practicing Catholic

ADDITIONAL INFORMATION

- The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, as well as full compliance with the Trust's safeguarding policies.
- The postholder must have the legal right to work in the UK.
- The Trust is committed to equality, diversity and inclusion and follows robust safer recruitment practices in line with statutory guidance.
- This job description may be amended at any time in consultation with the postholder.