

Appointment Brief

**1:1 SEND SUPPORT
TEACHING ASSISTANT
(FIXED-TERM APPOINTMENT)**



Dear Applicant,

Thank you for your interest in joining Icknield Infant and Nursery School.

Icknield is an amazing place! We value every individual and we are extremely proud to provide a safe, inclusive and caring environment where all our children, parents, staff and governors feel valued and respected. We want everyone to enjoy coming to our school.

We are looking for the very best staff to join our professional, dedicated and friendly team who are committed to supporting every child's learning. We recognise that our staff members are key to the school's success and we are supportive of promoting wellbeing and providing high quality training and mentoring.

Take a look at our website at www.icknieldinfants.herts.sch.uk to gain an insight of our school life and please contact us on 01462 620406 or admin@icknieldinfants.herts.sch.uk if you would like to discuss the opportunity in more detail. Visits are warmly welcomed and can be organised via the school office.

We look forward to meeting motivated candidates interested in this important and exciting role.

With my very best wishes,

Alie Collins

Headteacher



All different, all together, all Icknield



About Our School



Icknield Infant and Nursery School is a friendly and welcoming community school located in Letchworth Garden City for children aged 3 to 7. It was opened in 1954 in a purpose-built building. We have nine large classrooms and an attached nursery full of up-to-date resources, all used to make learning fun.

We are particularly proud of our extensive school grounds which provide many different environments to support learning: an allotment area, forest area, well equipped play areas and our big red Library bus, which provides an inspirational and unusual reading area.

At Icknield, we aim to provide creative and exciting lessons for our children within a safe and caring environment. Ofsted reported that our children 'love learning'. We continue to nurture this love of learning through a well-planned curriculum with personal, social and emotional development at its heart.

The school is an equal opportunities employer and is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.





About the Role

We are looking to recruit a talented and motivated 1:1 SEND Support Teaching Assistant to become a valued member of our caring and friendly team at Icknield Infant and Nursery School that can predominantly provide one-to-one support to an individual pupil with an Education, Health and Care Plan (EHCP) whom has specific SEND needs. The postholder will be fully informed about the child's needs and how to effectively support those needs.

This is a term-time only position (30 hours per week), starting as soon as possible on a fixed-term basis for the duration that the individual pupil stays with us at Icknield, which may be up to July 2025.

The ideal candidate will be enthusiastic, motivated and committed to enable every child to achieve their very best. We are committed to the safeguarding of children and expect all staff to share that commitment.

Key Information

JOB TITLE	1:1 SEND Support Teaching Assistant
LINE MANAGER	Deputy Headteacher
PAY RANGE	H2 (£22,737 - £23,500) (pro-rata)
APPLICATION CLOSING DATE	12.00pm, Wednesday 6 November 2024
SHORTLISTING DATE	Wednesday 6 November 2024
INTERVIEW DATE	Week commencing Monday 11 November 2024
START DATE	As soon as possible





Job Description: 1:1 SEND Support Teaching Assistant

MAIN PURPOSE

To predominantly work with teachers as part of a professional team to support teaching and learning for an individual pupil with an Education, Health and Care Plan (EHCP) whom has specific SEND needs. In addition, providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.

KEY RESPONSIBILITIES

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress / activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging / providing resources for lessons / activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist / carer.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

ADDITIONAL RESPONSIBILITIES

Some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.

5. Support pupils in using basic ICT.
6. Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

JOB CONTEXT

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provides assistance to pupils on social, welfare and health matters (toileting / dressing) and provides support to the teacher on behaviour management of pupils.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires knowledge and procedures for supporting and leading learning activities.
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and / or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents / carers.
- Be able to use highly specialised equipment requiring considerable precision e.g., use of hoists
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

SUPERVISION

- Works under the direction of the teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

PHYSICAL EFFORT

- Combination of standing, sitting or walking.
- The job may involve lifting children, for example after falls or accidents.
- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- When working with pupils with severe physical disabilities or behaviour issues may require regular periods of greater physical effort such as manoeuvring pupils with severe physical disabilities or behaviour issues.

WORKING ENVIRONMENTS

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- Regularly attending to the personal needs of pupils with special needs.

PERSONAL CHARACTERISTICS

- Resilient, motivated, enthusiastic and forward thinking.
- Ability to demonstrate, tact, diplomacy, warmth and empathy.
- Co-operative, flexible and responsible.
- Strong interpersonal skills.
- Commitment to high standards.
- Commitment to maintaining confidentiality at all times.
- Commitment to equality.
- Commitment to continued personal development.

SAFEGUARDING

- Recent Safeguarding level 1 training.
- Knowledge and understanding of child protection and safeguarding policies and procedures, including current legislation and guidance in relation to working with and protecting children and young people.
- A commitment to the protection and safeguarding of children and young people.
- Co-operation with relevant agencies to protect children and support families.

The jobholder will be expected to follow the school's policies and procedures at all times. The job description will be reviewed annually during the Performance Management Review process. The position is subject to the satisfactory completion of a probationary period of six months.



Current Employee Benefits



Membership of the Teacher's Pension Scheme / Local Government Pension Scheme



Financial Wellbeing Coaching



CPD opportunities



Occupational Health



Stress Management Support



Mental Health First Aid Training



Counselling and Bereavement Support



Men's Mental Wellness Support



Menopause support services



24/7 GP Service



Nurse Support Service



Free flu vaccine



Surgical Assistance Programme



Physiotherapy Sessions



Maternity and Paternity Support



Free on-site parking



Organised social events





How to Apply

The recruitment process will be managed by the School Business Manager in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com. The application form is located within the live jobs area of the school's profile:

https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school_14.htm.

Please note that our safeguarding requirements and practices mean we are only able to consider complete applications submitted using our official application form (we cannot accept CV applications). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Please include all the training you have completed, particularly anything that has helped to prepare you for this role.

When completing the 'personal statement' section, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

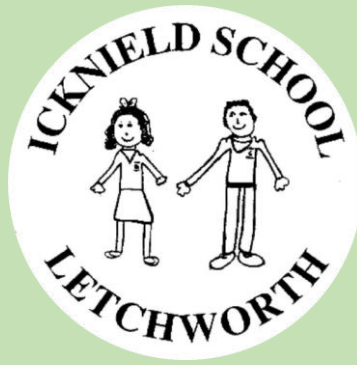
REFERENCES

Please ensure your referees are aware of your application and that they are able to provide a swift turn around. One referee must be from your current employer. If you are not currently working with children, please include a referee from the last time you worked with children. References must be completed by a senior person with appropriate authority (confirmed by the Headteacher/Principal for school settings). Please provide official organisation email addresses for us to contact.

ADDITIONAL INFORMATION

Icknield Infant and Nursery School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and safer recruitment checks including satisfactory references and a health check. Online searches may be carried out on shortlisted candidates as part of due diligence checks. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and join us.

Prospective candidates are encouraged to submit their application as soon as possible as we reserve the right to close the advert early should we feel able to appoint an appropriate candidate.




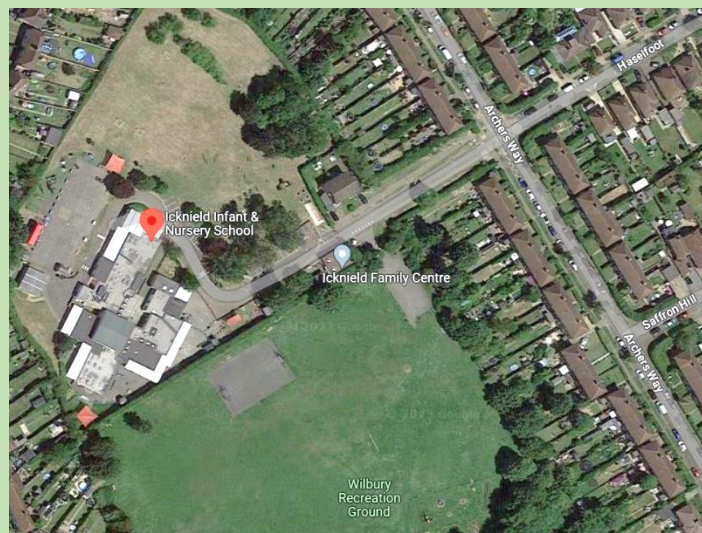
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