**Job Title: Teaching Assistant SEN**

**Pay grade – H4**

**Purpose of the Role:** To work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils, including classes. The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

**Responsibilities**:

* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
* Deliver specified work to individuals and small groups modifying and adapting activities as necessary
* Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
* Provide specialist support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties
* Monitor pupils conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues
* Assess, record and report on development, progress and attainment
* Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

**Additional Support Needs Assistants at this level may also undertake some or all of the following:**

* Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
* Develop and implement individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
* Support the role of parents/carers in pupils’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc
* Contribute to the development of policies and procedures
* Supervise or manage the work and development of other classroom support staff
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Liaise with external agencies on a regular basis
* Provide pastoral care to pupils for example as head of year or tutor group
* Be responsible for pupils who are not working to the normal timetable
* Undertake training with specific area of expertise to ensure that staff, parents / carers are fully trained to meet the expectations of the school
* Manage the induction of pupils into specialist units, classes or schools for pupils with special educational needs
* Advise and assist pupils in the proper use and deployment of highly complex personal and learning aides and equipment

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| **Knowledge**  NVQ level 2 in numeracy & literacy (or equivalent)  Working towards NOS  Intermediate knowledge of ICT  Intermediate knowledge of Health, wellbeing and safety  Awareness of keeping children safe  First Aid  Knowledge of Data protection and confidentiality  Understanding of SEN code of practice and disability legislation  Knowledge of supporting children with behaviour management  Understanding of the Schools ethos and values | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Drive  Monitoring  Sensitivity  Resilience |

*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. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*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.*