



Tanners Wood School

JOB TITLE: SEN TEACHING ASSISTANT

REPORTS TO: HEAD TEACHER/ SENCO

SALARY RANGE: H1-2

1. Purpose of the role: To work with teachers as part of a professional team to support teaching and learning for SEN pupils. 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.

2. Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
- 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)

Teachings Assistants in this role 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
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.

<p>Knowledge</p> <p>NVQ level 1 (or equivalent)</p> <p>Understanding of autism (desirable)</p> <p>Basic knowledge of ICT</p> <p>Awareness of Health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>Awareness of Data protection and confidentiality</p> <p>First Aid</p> <p>Understanding of the Schools ethos and values</p>	<p>Competencies</p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Team working</p> <p>Active Listening</p> <p>Motivation</p> <p>Resilience</p> <p>Sensitivity</p>
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2. General

- Communicate effectively with children, staff, parents, governors, outside agencies and visitors to the school.
- Inclusion in Performance Appraisal Framework.
- Training and development within the school's CPD programme.
- To participate in general school activities and special events.
- Ensure a safe and healthy environment by carrying out teaching assistants' responsibility as set out in the School Policies.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.

3. Safeguarding

Tanners Wood school is committed to safeguarding children and young people and expects all staff to promote the welfare of its pupils as outlined in school policies and procedures. A successful appointment will depend upon an enhanced DBS check and appropriate references.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review. The responsibilities and duties listed above describe the current post, however, the post-holder is expected to accept any reasonable alterations that may be necessary. *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.*

Head Teacher:

Signature:

Date:

Post Holder:

Signature:

Date:

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