

AYLESTONE BUSINESS AND ENTERPRISE COLLEGE

Job Description

Job Title:

Teaching Assistant (SEN) Level 1

Post No:

GEN10

Grade:

HC4

Responsible to: SENCo

Responsible for: No staff responsibilities

Main Purpose of Job:

To support, under the direction of the head and other designated teachers and professionals, the education and welfare of a pupil with special educational needs.

Main Duties and Responsibilities:

- To support the educational, medical, personal, social and behavioural needs of a pupil with special educational needs.
- To promote the pupil's self-esteem and independence.
- To support the principles and ethos of the school.

Job Activities:

- Support the inclusive ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend relevant in-service training, within and outside the school.
- Be aware of, and maintain, confidential issues as required.
- Support the implementation of the provisions set out within the child's statement.
- Support the on-going assessment of the child's special educational needs (and social and personal needs).
- Support and facilitate the inclusion of the child within the life of the school and in accessing both curricular and extra-curricular opportunities.
- Participate in the planning, delivery and evaluation of the pupil's Individual Education Plan (IEP) and/or Individual Behaviour Plan (IBP) and/or therapy programme (as appropriate).
- Support the delivery of the curriculum to the child and the differentiation and adaptation of resources where necessary.
- To assist with the personal needs of the pupil e.g. toileting, changing of clothes etc. if this is required.
- Support the assessment, recording and reporting of the pupil's progress.
- Provide regular feedback to the teacher and SENCO on the participation, progress and welfare of the pupil.
- Contribute to regular reviews of the child's progress and IEP/IBP including statutory annual

reviews.

- Direct group activities within and away from the classroom including:
 - implementing 'catch up' programmes with targeted groups (for example Springboard, Additional Literacy Support);
 - explaining and clarifying tasks;
 - modelling language use and extending pupil's explanations;
 - using questioning to probe understanding and to extend pupil's thinking; and
 - adapting resources to suit learning needs.
- Support the links between home and school.
- Liaise, as directed, with relevant professionals in order to meet the child's special educational needs.
- Promote the child's general welfare and follow the school's health and safety procedures.
- Undergo regular review of duties and responsibilities and the pupil's needs according to the school's schedule.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

General information:

The post holder will be required to comply with the Federation's policies and procedures.

The Federation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

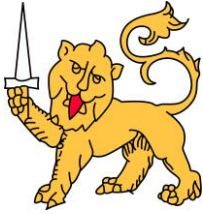
The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Date Job Description reviewed:	June 2017
Line Manager Name:	Line Manager Signature: Date:



PERSON SPECIFICATION

Job Information:		
<u>Job Title:</u> Teaching Assistant SEN Level 1	<u>Post No:</u> GEN10	<u>Grade:</u> HC4
	Essential	Method of Assessment*
Experience	Some experience of working with children, either in a paid or voluntary capacity.	AF, I
Skills and Abilities	<p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>A calm but authoritative manner with pupils.</p> <p>The ability to facilitate the pupil's independent learning.</p> <p>The ability to relate well to pupils, parents and staff.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p> <p>The ability to develop high quality learning resources, under the direction of the teacher.</p> <p>The ability to accurately record and report on pupils' progress.</p>	AF, I
Qualifications and Training	Willingness to undertake further training, as appropriate.	AF, I
Other Factors	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Police clearance.</p>	<p>I</p> <p>Enhanced DBS Police Check</p>
Date Person Specification reviewed:	June 2017	
Line Manager Name:	Line Manager Signature: Date:	

*Method of Assessment: AF = Application Form; I = Interview;
S = Selection Method; P= Presentation