



St Francis of Assisi Catholic Primary School Job Profile

TITLE: SEN Teaching Assistant

GRADE: Scale D (New SCP 5 / 6)

Scale D 5 £19,312 (FTE) pro rata

To: Scale D 6 £19,698 (FTE) pro rata

1. PURPOSE AND SCOPE

Under the direction/instruction of teaching/senior staff: work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Headteacher, Deputy Headteacher or SENCO but works to and with a qualified teacher on a day to day basis.
- 2.2 Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Pupils

- 3.1 To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience; for example supporting Swimming sessions (in the water).

- 3.2 Under agreed school procedures, to give first aid/medicine where necessary; accompany sick children home, or to a health centre or hospital; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- 3.3 Supervise and support pupils, including those with special educational needs, ensuring their safety and access to learning.
- 3.4 Assist with the development and implementation of Personal Learning Plans and Health Care Plans.
- 3.5 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- 3.5 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- 3.6 Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.
- 3.7 Support the teacher in managing pupil behaviour, in line with the school's behaviour policy, reporting difficulties as appropriate.

Support for the Curriculum

- 3.9 Support pupils to understand instructions and in undertaking learning tasks as directed by the teacher.
- 3.10 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.

Support for the School

- 3.11 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.12 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 3.13 Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

3.14 Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.

3.15 Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

4. PERSONNEL SPECIFICATION

Experience	<p>Working with or caring for children of primary school age.</p> <p>Special Needs experience essential, with particular focus on developing Language and Communication skills using strategies such as PECs, ProLoQuo or similar, and/or experience of ASD.</p> <p>Experience of liaising with outside agencies, e.g. Speech and Language Therapists, Educational Psychologists</p> <p>Experience of Behaviour Management.</p> <p>Training, confidence and experience in Safer Handling.</p> <p>Experience of meeting intimate care needs within an educational or care setting.</p>
Qualifications/ Training	<p>Good numeracy/literacy skills;</p> <p>Participate in development and training opportunities.</p>
Knowledge/Skills	<p>A respect for children as individuals and a desire to help them gain self-respect and self-discipline;</p> <p>Knowledge and understanding of the SEN Code of Practice.</p> <p>Ability to relate well to children and adults;</p> <p>Able to use initiative.</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;</p> <p>Ability to self-evaluate own learning needs and actively seek learning opportunities.</p> <p>Use basic technology - computer, ipad, photocopier;</p> <p>(First aid training available)</p>