

1:1 SEN Teaching Assistant

NAME:

DURATION: Event Linked contract to provide 1:1 support for specific SEN child

POST: **1:1 SEN Teaching Assistant**

GRADE: Scale 1D, Spine points 10 -11

HOURS: 25 hours per week, 8:45 am to 2:15 pm, including 30 minute unpaid break

JOB PURPOSE: To support an individual pupil taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents. To work 1:1 with an individual child with ASD, under the guidance of the teacher. To support with a range of learning disabilities and challenging behaviour within the school environment. To enable the child to engage in teaching and learning activities at a level that matches their individual needs and stage of development.

At times, support mainstream children in the school environment, under the guidance of the teacher.

ACCOUNTABLE TO: Assistant Head teacher, SENCO

ACCOUNTABLE FOR: Individual SEN pupil and groups of children under the direction of the class teacher.

KEY TASKS:

A. STRATEGIC DEVELOPMENT

- ❖ Take responsibility for implementing school policies and practice under the supervision of the class teacher and Inclusion Manager
- ❖ To implement School Development Plan priorities using teamwork
- ❖ Contribute to pupil's learning using knowledge of school policies and practice

B. TEACHING AND LEARNING (supporting teachers and children)

Under the direction and supervision of the teacher:

- ❖ Assist in the delivery of educational work programmes by participating in day-to-day learning activities, including preparation and maintenance of resources
- ❖ To assist in the monitoring of the child's performance and to report progress
- ❖ Discuss with and report back to the teacher on the planning and assessment of a specified pupil's work
- ❖ Work as part of a team to ensure that the wellbeing, safety, behaviour and personal development of a specified child enhances their learning opportunities and life skills
- ❖ Maintain confidentiality inside and outside the workplace
- ❖ Take responsibility for supporting and raising achievement of specified child under the guidance of the Assistant Head teachers and class teacher
- ❖ Contribute to maintaining pupil records (reading, spelling, numeracy)
- ❖ To assist the class teacher and other staff in carrying out an appropriate programme of work to meet the needs of the particular children enabling him/her to reach full potential.

- ❖ Contribute to discussion about implementation of IEP's (Individual Education Programmes) for a wide range of pupils.
- ❖ Develop knowledge and awareness of individual pupils, so that their needs can be met to the highest possible standard.
- ❖ Remain vigilant, sensitive and responsive at all times so that pupils gain confidence, and progress and problems can be observed, reported and acted upon.
- ❖ Develop and promote pupils independence, social and communication skills, equal opportunities and racial equality including support for pupils in the community

C. MANAGING AND WORKING WITH PEOPLE (supporting school)

- ❖ On the recommendation of the head teacher and within the regulatory framework, deliver specified work to individual pupils and groups
- ❖ Monitor and maintain curriculum resources and displays
- ❖ Support curriculum leader with the maintenance and organisation of resources
- ❖ Work as a key member of a team ensuring the wellbeing, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice
- ❖ Support the safeguarding of pupils
- ❖ Work as a team ensuring the effective organisation of lunchtime

D. ORGANISATION OF LEARNING ENVIRONMENT

- ❖ Uses ICT to advance pupil's learning and confidence
- ❖ Organise and maintain the learning environment
- ❖ Prepare and present displays of pupils' work
- ❖ To encourage the children to be responsible for tidying up after themselves
- ❖ To ensure the tables are left clean and tidy and the learning environment is tidy at the end of each session
- ❖ Participate in organisation and accompanies pupils on off-site activities under an agreed system of supervision

E. PERSONAL CARE

- ❖ Attend to the personal care needs of pupils including nappy changing, toileting, toilet training, dressing, feeding, general hygiene and safety, manual handling and positioning if required.

F. BEHAVIOUR MANAGEMENT

- ❖ Implement behaviour management programmes within school and the community, including 1:1 supervision where necessary
- ❖ Support individual pupils who have challenging behaviour to ensure their access to the curriculum
- ❖ To help the child focus his/her attention and keep on task.
- ❖ To help the child develop positive relationships with other children and adults.
- ❖ To be ready to listen to the child and offer appropriate support when necessary.
- ❖ To provide feedback to enhance the child's esteem and to encourage acceptable behaviour

OTHER RESPONSIBILITIES

- ❖ Assist pupils on arrival and departure from school
- ❖ Support class teachers in photocopying and other tasks in order to support teaching
- ❖ To make sure children enter the hall a class at a time and sit quietly in their place
- ❖ To ensure the dining area is ready to receive children for lunch
- ❖ To ensure children line up sensibly at the serving counter to receive their lunch
- ❖ To ensure children sit sensibly and put their hands up when they need attention
- ❖ To encourage children to eat healthily and finish their lunch
- ❖ To teach children how to use a knife and fork appropriately
- ❖ To encourage good table manners in a quiet and orderly environment
- ❖ To discuss any concerns at lunchtime with class teacher
- ❖ To lead and contribute to a varied range of outdoor and indoor activities (during wet play)
- ❖ To be familiar with playground rules and procedures and encourage children to solve playground problems
- ❖ To supervise children in their activities
- ❖ Support the safeguarding of pupils
- ❖ To provide first aid cover following appropriate training
- ❖ To familiarise and adhere to the procedures of the school behaviour policy
- ❖ To attend training as appropriate
- ❖ To attend meetings/training with the Head teacher/Assistant Head teachers
- ❖ Maintain confidentiality
- ❖ Set a good example in terms of dress, punctuality and attendance
- ❖ Be proactive in matters of Health & Safety
- ❖ Undertake other duties from time to time as the head teacher requires

Person Specification

1:1 SEN Teaching Assistant

Key Knowledge	Knowledge of the needs and social dynamics of providing an effective environment in a classroom setting		
Relevant Experience	<p>Essential: At least one year's experience working with children both in an individual and group setting</p> <p>At least one years' experience in providing SEN support</p>		
Key Competencies	<p>Team work: Works in a positive and co-operative way, learning from others and contributing to the development of the team.</p> <p>Caring Effectively: Demonstrate sensitivity, respect and kindness towards pupils, ensuring their needs are met within care plans.</p> <p>Communicating in Writing: Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.</p> <p>Communicating Orally: Communicates positively and successfully with pupils, colleagues and external visitors by listening and responding appropriately</p> <p>Literacy and Numeracy: Educated to Level 2 or above, able to demonstrate good level of literacy and numeracy skills</p> <p>Making Decisions: Makes effective decisions based upon an analysis of all pertinent information, ensuring the these are communicated effectively with others</p> <p>Demonstrating Resilience: Demonstrates positive, controlled and consistent behaviour even in crisis situations</p> <p>Maintaining Integrity: Sets clear boundaries, maintains personal integrity and adheres to good practice.</p> <p>Respecting Diversity: Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.</p> <p>Planning: Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment.</p> <p>Creativity: Employ creativity, flair and imagination, and demonstrate energy and enthusiasm in a succession of large scale classroom and school projects e.g. displays, schools plays, open days.</p> <p>Development: recognises the importance of professional development and is committed and to undertake appropriate professional development where necessary</p>		
ASSISTANT HEADTEACHER		TEACHING ASSISTANT	
	DATE		DATE

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