



JOB DESCRIPTION

SEN Support Teaching Assistant/Named Child Contract

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Reports to: Mrs Lindsey Boucher (Headteacher) and SENCO

Responsible for: To work under an agreed system of guidance and management from the SENCO for Inclusion and Resource Base Preschool Leader to take responsibility for;

- Individuals/ groups of children with specific learning difficulties;
- Interventions and tasks that are bespoke to individual pupils. ;
- In class support work as directed
- To support the work of the SENCO in raising standards for identified children with SEN

Main Purpose: To provide specialist skills and knowledge, at an advanced level, in the area of SEN To plan, resource, deliver, monitor and review progress for children with SEN on individual /group programmes within the classroom or as part of a withdrawal strategy.

Main Activities: Support for Pupils:

- Attend meetings within school and external venues as required
- Under the direction of the SENCO/Preschool Leader and specialist teaching team and using detailed knowledge of SEN and advanced specialist skills:
- Complete in-class observations and assessments
- Help to develop individual and group learning programmes to respond to current and future needs
- Work independently to deliver, monitor and evaluate the success of educational plans for children with an EHCP/APDR
- Keep detailed notes on progress and concerns to be used as evidence for the review process and Statutory Assessment as appropriate
- To produce written reports, as directed, on individual children's progress to inform the SENCO, Preschool Leader or the Head Teacher.
- Liaise with the SENCO, Preschool Leader or the Head Teacher, regarding the progress and future needs of the child
- Create a positive working relationship and environment conducive to effective learning for children with SEN
- Contribute to the overall ethos of the school acting as a role model and setting high expectations.
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Use specialist skills and training to encourage children with SEN to benefit from the planned learning activities, including modifying the Preschool Leader's planned activities to meet the needs of specific pupils
- Provide positive and supportive feedback to pupils and parents
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection
- Help to prepare the learning environment for use, ensure the teaching areas are cleared after use and all apparatus/materials are cleaned as necessary and put away.

- Contribute to the management of pupil behaviour and take control of minor situations using specialist training and support of other staff.
- Develop and maintain effective working relationships with other staff and parents/carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in relevant staff meetings and INSET
- Provide support for school events e.g. school plays, events etc.
- Maintain confidentiality at all times.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the school's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management system

Person Specification for Level 2/3 SEN support teaching assistant – Named child contract.

Experience:

- Experience of working with children in a primary educational setting.
- Experience working with pupils with SEND needs, on a 1:1 basis, or as part of a small group.
- Experience working with SEND pupils within a differentiated bespoke curriculum.
- Full working knowledge of the Code of Practice for SEN as well as school policies relating to Special Educational Needs, and Child Protection.
- Be prepared to undertake specialist SEND training if and when required.
- Awareness of policies relating to health and safety, equal opportunities, confidentiality and data protection
- A good understanding of child development and learning processes
- Qualifications or Training: Minimum NVQ Level 3 or equivalent is desirable
- GCSE English Language and Maths Grade C or above or equivalent
- Support the school's assessment for learning process, plan, resource and deliver a bespoke programme of work and monitor and evaluate progress
- Advise and support parents in the delivery of programmes at home
- Provide objective and accurate feedback to the Deputy Head (SENCO) and Preschool Leader to support the review process.
- To be able to co-ordinate record keeping systems and processes in line with school policy
- Utilise ICT resources to support children's learning effectively

The successful candidate must:

- Be able to communicate effectively with others.
- Be adaptable and flexible
- Be able to consistently follow school policies and procedures including all safeguarding procedures.

Attributes:

- A sense of humour
- The ability to work independently and as part of a multidisciplinary team
- High expectations of themselves and the children they support
- Be able to create a positive learning environment.

The successful candidate must be able to:

- Smile when things don't go quite according to plan
- Form effective, positive and supportive relationships with children, staff and parents
- Be flexible and adaptable to the child's needs
- Motivate children who have put up barriers to learning
- Work constructively as part of a team and be willing to share their knowledge and experience with other members of the support team