

## **SEN Teaching Assistant – Outline Job Description**

### **Duties:**

#### **In relation to the individual student**

To develop an understanding of the special educational needs of the student/s concerned.

To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

To build and maintain successful relationships with student, treat them consistently, with respect and consideration.

To help promote independent learning.

To help reinforce learning.

To assist students with physical needs.

To help students record work in an appropriate way.

To develop study and organisational skills.

To help keep the students on task and to build motivation.

To model good practice.

To help build the student/s' confidence and enhance self-esteem.

#### **In relation to the Teacher**

To have formal and informal meetings with teachers to contribute to planning lessons / activities.

To prepare materials and resources.

To prepare students beforehand for a task.

To work on differentiated activities with identified groups.

To support the teacher in implementing specific teaching programmes.

To carry out structured classroom assessment/ observation and feedback outcomes.

To be involved in keeping records and evaluating identified students' progress.

#### **In relation to the School**

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.

To identify personal training needs and to attend appropriate internal and external in-service training.

Any other tasks as directed by the Headteacher which fall within the remit of the post.

## PERSON SPECIFICATION FOR SEN TEACHING ASSISTANT

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	Recognised TA Qualification or equivalent.	Evidence of qualifications in this area.  Any specific post related training or qualifications.
Experience	Experience of working with children with SEN.	Have worked with a statemented child.  Relevant work experience in a similar environment.  Current first aid training.
Qualities, skills, knowledge and abilities.	<p>To:</p> <ul style="list-style-type: none"> <li>• have a love of children and unending patience for working with a child whose developmental achievements in some areas may be slow;</li> <li>• liaise effectively with staff, parents, pupils and governors;</li> <li>• be able to work as part of a team;</li> <li>• respect the confidential nature of the post demonstrating diplomacy and sensitivity;</li> <li>• be flexible, reliable;</li> <li>• be able to get the best out of the child.</li> <li>• have a good sense of humour.</li> <li>• be adaptable.</li> <li>• be able to work on own and as part of a team.</li> <li>• be able to build good working relationships with a range of colleagues.</li> <li>• communicate clearly.</li> <li>• to be able to work calmly and with patience.</li> </ul>	Any other skills or knowledge that are relevant to the post.
Health	A good attendance record. Evidence of the stamina required to cope with the demands of the post.	
References	<p>Reflect the ability to fulfil the job spec and job description</p> <p>Supportive of application.</p>	