



SAFE START SCHOOL

WILLPOWER-NITIATIVE-SUCCESS-EMPATHY

Safestart School

Job Description

Teaching Assistant Level 3

Job details

Job title: SEN/ 1:1 Teaching Assistant Level 3

Purpose of the Job:

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Key duties and responsibilities:

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Help to keep the children safe.
8. Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.

9. Support the role of parents and carers in pupil learning. Contribute to meetings with parents and carers to provide constructive feedback on pupil progress, achievement and wellbeing.
10. Supervise a class if the teacher is temporarily unavailable
11. Escort and supervise pupils on educational visits and out-of-school activities
12. Invigilate tests and examinations
13. Action, evidence and complete interventions
14. To be a key worker and advocate for your students

Person Specification

Criteria	Qualities
Relevant Experience	<p><u>Essential:</u> Experience working in a school environment or other educational setting</p> <p>Experience working with children / young people with special educational needs (SEN)</p> <p>Experience delivering learning activities</p>
Qualifications/ training/ education	<p><u>Essential:</u> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</p> <p>Level 3 Teaching Assistant qualification or relevant level 3 qualification</p> <p><u>Desirable:</u> provide evidence to support relevant experience (APL)</p>
Skills and abilities	<p><u>Essential:</u> Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p>

	<p>Excellent verbal communication skills</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p>
General and specific knowledge	<p><u>Essential:</u> To have an understanding of Special Educational Needs</p> <p>The ability to learn and use a range of strategies to deal with classroom and individual behaviour</p> <p>An understanding of and commitment to equality of opportunity in day-to-day working practices</p> <p>The ability to work as part of a team</p> <p>Awareness of literacy development.</p> <p><u>Desirable:</u> Experience of using Information Technology to support students in the classroom.</p>
Safeguarding	<p><u>Essential:</u> A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</p> <p>Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection.</p>
Disposition	<p><u>Essential:</u> Friendly, calm, with a sense of humour</p> <p>Tolerant, patient, an understanding that children have individual needs and styles of learning</p> <p>Motivated by the desire to work with children and watch them learn</p> <p>Ability to form sound relationships with staff,</p>

	<p>parents and children</p> <p>Confident to offer suggestions that develop learning activities</p> <p>Understanding of complex and specific SEN and the barriers to learning that this may present e.g. sensory and or social communication needs</p> <p>Ability to work on own initiative</p> <p>Good communication skills</p> <p>Ability to work as a team</p>
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Equal Opportunities: The post holder is required to carry out the duties in accordance with our Equal Opportunities policies.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Note: the job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of the developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you

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