



Parklands Community Primary School

SEN Teaching Assistant

Job Description and Personal Specification

Pay Grade – 3

Purpose of the Role: To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Reporting to: Senior Leadership Team

Responsibilities:

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters.

Additional Support Needs Assistants in this role may also undertake some or all of the following:

- Take the lead in inducting pupils into specialist units, classes or schools for pupils with special educational needs
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Work with pupils not working to normal timetable
- Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment
- Escort and supervise pupils on educational and out of school activities
- Support the development/oversee the work of other support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

Personal Specification

| Knowledge | Competencies |
|---|------------------------------------|
| GCSE in maths & English (Grade 4 + / C and or equivalent) | Communication (written and verbal) |
| Intermediate knowledge of ICT | Problem Solving |
| Intermediate knowledge of Health, wellbeing and safety | Team working |
| Awareness of keeping children safe | Active Listening |
| First Aid | Motivation |
| Awareness of Data protection and confidentiality | Monitoring |
| Understanding of the Schools ethos and values | Sensitivity |
| | Resilience |

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of West Sussex pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.