

Job description – SEN Teaching Assistant Level 1

The Directors and staff at the LFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment

Job Title: Special Educational Needs Teaching Assistant – Level 1

Salary: Grade D points 10-12

Line Manager: Class Teacher and SENCo

Role Summary:

The SEN Teaching Assistant – Level 1 will:

- Provide support for a named child with an Education, Health Care Plan (EHP)

Key tasks and activities:

1. Working Environment	
Key inputs/outputs	Job requirements
Providing personal and welfare care	<p>Throughout the day, including lunchtimes or before and after school (if required), attend to the personal needs of the named pupil, and implement related personal programmes to ensure that the school's health, safety and behaviour policies are maintained. <i>For example hygiene, toileting, meal times, first aid and welfare.</i></p> <p>Assist in dealing with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.</p>
Supporting pupils in the learning environment	<p>Supervise and support the named pupil ensuring their safety and access to learning.</p> <p>Support the named pupil in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.</p> <p>Assist the named pupil, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum (<i>for example literacy, numeracy, basic ICT</i>)</p> <p>May assist with the supervision of pupils and delivery of activities out of lesson times (<i>for example at lunch times, before and after school</i>) to enhance service delivery and encourage structured and positive play.</p> <p>May assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment.</p>
Preparing and maintaining the classroom environment and resources	<p>Prepare and maintain the pre-defined learning resources and work environment for specific learning activities to meet the needs of the named pupil and the curriculum.</p>

2. Working with people	
Key inputs/outputs	Job requirements
Building professional relationships	Build and maintain positive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.
Dealing with Behaviour Issues	Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class.
3. Working with information	
Key inputs/outputs	Job requirements
Reviewing pupils performance	Observe, be aware of and report on the named pupil's progress, problems and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development. Gather and report information to and from parents/carers for the named child as appropriate to meet service delivery requirements, under the guidance of the class teacher and/or SENCO.
4. Additional Work Elements	
Key inputs/outputs	Job requirements
Physical Effort and/or Strain	Job holders regularly move around during their normal working pattern, walking, standing and sitting with pupils. Job holders may set out PE equipment and will have help in moving heavy equipment. Physical effort and/or strain may be regularly used throughout the normal working pattern if helping to move pupils using mobility equipment such as wheelchairs and hoists.
Working Environment	Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather. Job holders may frequently be required to clean up toilet accidents and help clean children who have been ill during the normal working pattern and therefore may be exposed to unpleasant substances.

It is the post holder's responsibility to promote and safeguard the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the Trust's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her line manager or the Trust or Schools Designated Safeguarding Lead.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Knowledge, Skills and Experience

Essential

- NVQ Level 2 or equivalent in a relevant subject or at least 1 to 2 years' experience of working with or caring for primary school aged children with special needs and appropriate level of literacy and numeracy skills.
- Knowledge of special needs.
- Appropriate ICT skills using laptops and Ipads.
- Appropriate awareness of data protection, security and confidentiality.

Desirable

- Basic knowledge of first aid.
- General understanding of the National Curriculum and other basic learning programmes.
- Completion of training relevant to the child's specific needs.
- Previous experience of supporting a child with Special Educational Needs.
- Experience of developing speech, language and communication skills.
- Experience of building concentration skills.
- Experience of supporting social interaction.
- Experience of building awareness of personal safety.