# JOB DESCRIPTION

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| **Department:** Primary | **Location:** The Duston School |
| **Job Title:** SEN Teaching Assistant (Primary) | **Grade:** (SS) 3 - 6 |
| **Accountable to:** Head of Primary School | **Terms of employment:** Fixed term |

## JOB PURPOSE

To collaborate closely with the Primary SENCo and actively participate and work as part of the primary school team, providing education and care for children aged 4-11 years, who have a special educational need or disability
Provide 1:1 and small group support by working collaboratively alongside the Primary Team to ensure that children's educational, social and emotional needs are met, while the school's curriculum is delivered effectively.
To be responsible for individual children and specific groups of children across the Primary phase during break-times.
To collaborate with the Primary SENCo and class teachers to deliver programmes of teaching and specific learning activities for children identified as requiring additional support both on a 1:1 or small group basis.

## DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Principal
|
Head of Primary School
|
Deputy Head of Primary School
|
Primary Phase SENDCo

## MAIN DUTIES AND RESPONSIBILITIES

This job profile is to guide the work you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

**The post is one which requires the performance of the following particular responsibilities:**

1. Work closely with primary SENCo and class teachers to deliver suitable and stimulating indoor and outdoor activities, ensuring a purposeful and caring environment for children aged between 4 and 11. These may be on a 1:1 basis or involve a small group of children.
2. To make purposeful observations and maintain accurate records of children's development, learning and emotional wellbeing.
3. To report any concern regarding a child's health or welfare to the designated member of staff, maintaining confidential files, reports and development records.
4. To collaborate with the Primary SENCo to implement individual educational programmes and/or behaviour plans for children with individual needs ensuring their full integration into the primary phase.
5. To collaborate with the Primary SENCo and class teachers to support work with parents and children, encouraging and involving parents/carers in children's learning and other activities.
6. To participate in visits and outings which extend the curriculum, as well as other social activities which are part of the school's involvement in the community.
7. To collaborate with the Primary SENCo and attend any relevant meeting/training ensuring up to date knowledge and information is available.
8. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Head Teacher.

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

As a support member of staff, you are required to have an understanding of safeguarding principles. This includes recognising signs of abuse or neglect, knowing how to report concerns, and understanding the importance of maintaining a safe and secure environment for all students. You will receive training to ensure you are aware of the school's safeguarding policies and procedures.

## PERSON SPECIFICATION

| Education and qualification | Essential | Desirable |
|---|---|---|
| Educated to GCSE standard – Grade A*-C or 4 - 9 in Maths and English | ✔ | |
| NVQ level 2 qualification (or equivalent) or ability to work towards. | ✔ | |

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| NVQ level 3 qualification (or equivalent)/ degree level qualification. | | ✔ |
| **Key experience, abilities, skills and knowledge** | **Essential** | **Desirable** |
| Ability to relate well to children and adults | ✔ | |
| Proven experience of working with children from reception to year 6 who have a special educational need or disability | | ✔ |
| Experience of working with adults in a supportive capacity and in collaboration with Special educational Needs Co-ordinator and outside agencies | | ✔ |
| Able to collaborate with the Primary SENCo and the Primary team to provide a positive and nurturing learning environment that delivers and supports children educationally, socially, and emotionally | ✔ | |
| A working knowledge of the SEND code of practice and a strong understanding of specific learning difficulties such as: ADHD, ASD, Dyslexia, Dyscalculia etc. | | ✔ |
| Able to monitor and assess the progress of children who have a special educational need or disability and communicate appropriately to the class teacher and Primary SENCo and where necessary, the wider team around the child | ✔ | |
| Good communication skills both verbally and in writing and ability to use IT effectively | ✔ | |
| Able to maintain confidentiality | ✔ | |
| Understanding of child protection issues | ✔ | |
| Ability to work as part of a team across EYFS, KS1 and KS2 | ✔ | |
| Flexible and self-motivated with proven experience of delivering 1:1 SEN support and small group intervention across EYFS, KS1 and KS2 | ✔ | |
| A working knowledge of a range of strategies to support children who have a special educational need or disability | ✔ | |