



## SEN / WELLBEING TEACHING ASSISTANT

### Job Description and Person Specification

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

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#### PRINCIPAL ACCOUNTABILITIES

- To work under the direct instruction and guidance of the teaching staff to undertake work, care and support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

#### SUPPORTING AND LEADING LEARNING

To ensure that all policies implemented by the School are actively upheld and promoted at all times.

- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the School.
- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- To provide feedback to pupils and the class teacher, supporting with the monitoring, recording and reporting of pupil progress to support with the attainment of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.

#### IN CONSULTATION WITH THE SCHOOL SENCO:

- Identify a pupil's SEN.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date in line with whole School policy.
- Review the pupil learning plans (PLP's) or education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure that all transitions are planned and considered carefully and all relevant information is conveyed to support a smooth transition for the pupil.
- Promote the pupil's inclusion in the School community and access to the curriculum, facilities and extra-curricular activities.
- To work closely with the teachers of SEN children.

- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To take a lead role alongside the class teacher with the implementation of individual pupil support plans, i.e. EHC plans to ensure that the school is meeting the specific needs of all pupils.
- On occasion, lead the delivery of specific learning objectives and activities for small groups and 1:1, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- At times, and as agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.

## **WELLBEING**

The wellbeing of all children is paramount to enable maximum learning opportunities. Making effective relationships with children, parents and staff is at the core of all roles within the School.

In collaboration with the School Matron:

- Identify children who need support with regard to their wellbeing, self-esteem and confidence.
- Plan and deliver sessions to support children within groups and / or 1:1 to promote their wellbeing.
- To be proactive and know what courses and external agencies can be accessed to support your practise or the children and families directly.
- To monitor children's interactions and support their social development through play times, developing and leading activities and games.

## **PREPARING THE CLASSROOM ENVIRONMENT & SUPPORTING THE CURRICULUM**

- To support the needs of the pupils and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.
- Create and maintain a purposeful, orderly and supportive environment and assist with displays of the pupil's learning.
- To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and pupils on school visits, trips and out of school activities as required, by taking responsibility for a group of children and adhering to the relevant school polices and documentation.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS2/3, early years recording achievement and progress and feeding back to the teacher.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.

### **TRAINING & DEVELOPMENT**

It is vital to the role that you stay updated with current thinking and practise to support and enhance learning for all children.

- To actively engage in training sessions, meetings and other directed tasks, to support the School's priorities and to ensure to secure their own professional development.
- When appropriate, and as directed by the Senior Leadership Team, lead, advise and contribute to team development activities, by coaching and mentoring less experienced colleagues to support the achievement of individuals and the School priorities.
- To assist with any lesson observations when required.
- Engage actively in the Professional Development Programme.
- To participate in INSET days and attend courses as requested.

### **FAMILIES & SAFEGUARDING**

Parents are central to providing a holistic education for all children, therefore, as a School we are committed to supporting, advising and coaching parents in child development and supporting learning.

- To take part / lead 'Understanding your Child' courses for parents.
- To ensure confidentiality at all times.
- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person.
- To adhere to all safeguarding policies, practices and expectations including online safety.

### **SUPPORT FOR TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- Provide detailed and regular feedback to the teacher on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- Establish constructive relationships with parents / carers.
- Administer routine tests and invigilate exams.
- Undertake routine marking of pupils' work.

#### **GENERAL**

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime / break-time.
- Where required, to represent the School at internal and external events.
- Contribute to the overall ethos / work / aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To undertake such other tasks relevant to the needs of the School or the role as these arise.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- The Teaching Assistant will be expected to fulfil any reasonable request made by the Class Teacher.
- All staff are required to adhere to the School's Child protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Child Protection Officer.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

#### **MONITORING AND TRACKING OF PUPIL PROGRESS**

- To assist with the monitoring of the pupils' progress and identify areas of strength and development.
- To assist with the assessment, recording and reporting on the development, progress and attainment of pupils.
- To assist the teacher with any work scrutiny projects.

## AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

## ADDITIONAL INFORMATION

Start Date: September 2019

Timetable: Monday – Friday (Part-time 10am to 6pm)

Salary: £16,250 FTE (negotiable depending on experience and qualifications)

The School will match a 6% pension contribution from the employee (within The Pensions Trust).

Outstanding lunches are provided during term time only and are free of charge.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE AGREED:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE CONFIRMED:</b>	