JOB DESCRIPTION

Job Title:	**Teaching Assistant (TA) SEN**
School:	
Location:	
Reporting To:	**Headteacher**
Key Internal Relationships:	**Headteacher, SLT, Teaching and Support Staff, Trust HQ, other The Kemnal Academies Trust schools**

Our Commitment

Be Who You Are at The Kemnal Academies Trust - This Job Description represents the role as we see it in its entirety.
We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - The Kemnal Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - The Kemnal Academies Trust is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

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.

The Teaching Assistant (TA) (SEN) will:

- Work with the class teachers to raise the learning and attainment of pupils.
- Promote pupils independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.

- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEN).
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Build positive relationships with pupils, promoting high self esteem and independence.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Assist with the development and delivery of individual education and support plans.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate the knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.

- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant (TA) will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
First-aid training, or willingness to complete it.	D	Application
Experience		
A working knowledge and demonstrable understanding of child protection and safeguarding.	D	Application & Interview
Experience planning and delivering learning activities.	D	Application & Interview
Experience working with children/young people with special educational needs (SEN).	D	Application & Interview
Sound knowledge and understanding of child development and the needs of children.	E	Application & Interview
Understanding of professional boundaries and appropriate relationships with children, young people, their parents and carers.	E	Application & Interview
Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents/carers and external agencies.	E	Application & Interview
Knowledge, Skills and Attributes		
Good literacy and numeracy skills.	E	Application & Interview
Good organisational skills.	E	Application & Interview
Ability to build effective working relationships with pupils and adults.	E	Application & Interview
Knowledge of how to help adapt and deliver support to meet individual needs.	E	Application & Interview

Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.	D	Application & Interview
Excellent verbal communication skills and active listening skills.	E	Application & Interview
Understanding of guidance and requirements around safeguarding children, pupil's wellbeing and equality.	E	Application & Interview
Good ICT skills, particularly using ICT to support learning.	E	Application & Interview
Understanding of roles and responsibilities within the classroom and whole school context.	E	Application & Interview
Personal Qualities		
Enjoyment of working with children.	E	Application & Interview
Sensitivity and understanding, to help build good relationships with pupils.	E	Application & Interview
Resilient, positive, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Capacity to inspire, motivate and challenge children and young people.	E	Application & Interview