**JOB DESCRIPTION FOR: 1:1 Teaching Assistant (SEN and behavioural needs)**

**REPORTS TO: Inclusion Manager (SENCO)**

**BAND: 3 or 4 (depending on experience)**

**JOB PURPOSE**:

To enable a pupil with a wide range of complex needs to access learning by supervising and assisting pupil across a wide range of activities and supported learning activities.

To promote the development of the physical and mental wellbeing of pupil as directed by a teacher.

To work collaboratively with colleagues and external professionals to ensure the learning and physical needs of the child are being met

**KEY ACCOUNTABILITIES**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
* There is a relentless focus and active promotion of all aspects of Safeguarding including; Child Protection, Child Welfare and Health & Safety
* To maintain awareness of, and commitment to, the School’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc., the School’s Health and Safety policy and all locally agreed safe methods of work
* At the discretion of the Headteacher, such other activities as may from time to time be agreed, consistent with the nature of the job described above.
* To work closely with colleagues to achieve plan objectives and targets.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

**Curriculum support**

* Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes.
* To implement and monitor interventions and support requested within an EHCP with support from external professionals and colleagues
* Preparation of materials/equipment/preparing and clearing up activities with the pupils. Maintaining classroom resources and designated areas.
* Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress.
* Assist the pupil to develop their independence including the use of IT as a tool to enable learning.
* Work with the pupil to carry out therapy programmes, designed and supervised by the therapist.
* Assist the pupil with personal care and other self-help skills **including changing and feeding** as necessary.
* When appropriately trained, in agreement with the Headteacher, to administer any medical interventions as required.
* Assist in the supervision of children in the playground, supporting the teacher in ensuring the maintenance of high standards of behaviour. Work on play skills with individual children.
* To undertake ongoing training as required.
* To develop positive relationships with professionals and families

**General school support**

* Be involved in extra-curricular activities (eg clubs, activities, trips, open days, presentation evenings).
* Within the working day be available to support teaching staff through the production of teaching resources.
* Report student and school issues in line with the school’s policies for health and safety, child protection, behaviour management etc.
* Attend all staff meetings and professional development sessions as required.

# Person Specification for post of: 1:1 Teaching Assistant (SEN)

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| **Personal qualities** | * Empathy for children with special needs * Patience, understanding, caring, sense of humour |
| **Qualifications/ Experience** | * Experience of working with children/young people * Recent experience of working in a school * Experience with Autism ***essential*** * Experience working in Early Years/Reception desirable * Experience delivering SALT, Attention Autism and fine/gross motor skills programmes desirable * Experience using PECS or similar desirable * A good standard of written and spoken English that supports pupils’ learning |
| **Knowledge** | * An understanding of the varied needs of children as they develop socially and academically * A knowledge of behaviour management techniques that support school and classroom practices |
| **Skills and Aptitudes** | * A commitment to promoting equal opportunities and meeting individual needs * Awareness of confidentiality * Ability to work as part of a team * Able to manage time effectively * Ability to be flexible to the needs of the children * Effective communication, interpersonal and organisational skills * Ability to use ICT/the internet and email to support pupils’ learning * Able to use ICT to store and retrieve data |
| **Training and professional development** | * Willingness to take part in appropriate training and personal and professional development |