



# Job Description

## SEN Teaching Assistant

<b>Main Place of Work:</b>	52 Wellington Street, Garston, L19 2LX
<b>Responsible to:</b>	SENDCo
<b>Employment Contract:</b>	Monday to Friday (40 weeks)
<b>Hours:</b>	35 Hours a week, part time hours will also be considered
<b>Salary:</b>	£18,912.60

### **Purpose of the post:**

Support teaching staff to meet the needs of students through the implementation of agreed learning strategies and support both in and out of the classroom, either in whole class, small group or one to one work.

Provide detailed and specialist skills / knowledge within the field of SEND (Special Educational Needs or Disabilities).

### **Responsibilities of the post:**

- Develop, with the support of the Teacher, HLTA and/or SENDCo, targeted interventions, strategies and clear plans of support that enable students to meet their Individual Learning Objectives and report on the progress.
- Develop and adapt resources for use with students that maximise learning outcomes.
- Monitor student's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher.
- Support the teacher with effective classroom management, including behaviour management, completion of registers, resource management and general cleanliness and tidiness.
- Contribute to planning and project ideas and update display boards with students work / topical content.
- Attend and contribute to staff meetings and events including open days, presentation evenings etc.
- Share timely information with the team and update the school management systems with daily observations.
- Contribute to student reviews (EHCP, annual, ILP's etc) by responding to requests for information and providing regular feedback on students' learning.
- Support the use of ICT in learning activities.



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### General Duties:

- Assist with the supervision of students out of lesson times, including before and after school, and at breaks and lunch times where required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Provide cover where required in the event of staff shortages.
- Support, uphold and contribute to the development of ES policies and procedures.
- Provide timely responses to emails or requests for information from the wider team and SLT.
- Manage your online calendar and ensure important deadlines are met, seeking support where required.
- Commitment to your own continuous professional development (CPD).
- Take an active part in appraising own work as part of the annual appraisal process.
- Attend company training days, team coaching, INSET days and meetings as required.
- Access 1:1 coaching and support.
- Live and breathe ES Company Values.

### Safeguarding Statement

All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes responsibility to provide a safe environment in which children can learn.

Please refer to the below document. This guidance applies to all schools and is for: headteachers, teaching staff and the wider workforce including volunteers; governors, directors and board members. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people in schools and colleges.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

As part of the shortlisting process, ES may consider carrying out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with the applicant at interview.

### Other



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This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.